



Indian Affairs

FY 2011 Activity Dictionary

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New Activity Form

Purpose: Use this form to create new activities or submit revisions to current activities.

<i>Program Area</i>	
<i>Activity Name</i>	
<i>Activity Definition</i>	
<i>Mission Area (Check one)</i>	<input type="checkbox"/> Management Excellence <input type="checkbox"/> Serving Communities <input type="checkbox"/> Resource Protection
<i>DOI End Outcome Goal</i>	<p><i>If you selected “Management Excellence” above, select:</i> <input type="checkbox"/> Management Excellence</p> <p><i>If you selected “Serving Communities” above, select from:</i> <input type="checkbox"/> Advance Quality Communities for Tribes and Alaska Natives <input type="checkbox"/> Fulfill Fiduciary Trust Responsibilities</p> <p><i>If you selected “Resource Protection” above, select:</i> <input type="checkbox"/> Protect Cultural and Natural Heritage Resources</p>
<i>ABC Quicktime Code</i>	<i>To be created by Office of Planning and Policy Analysis</i>

X

Regional Director Signature

Date

X

Program Director Signature

Date

Administration

Accounting Management

Develop Policies and Procedures

DEFINITION: Travel administration and reimbursement; Receive new/revised Bureau/Departmental policies, regulations and laws; Establish/Review internal controls; Facilitate and ensure accurate PCAS/Org Code distributions; Check compliance of processes w/policy by interviews/review transactions & records.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6211

Perform Accounting Functions/Financial/Management Reporting

DEFINITION: Analyze/Review/Print/Distribute Reports; Process general journal entries; Internal reviews; Perform account reconciliations; Develop ad hoc reports/data calls.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6212

Audit and Evaluation

Provide Audit Liaison Services between Indian Affairs and the Office of Inspector General, the Government Accountability Office, and KPMG

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 67S1

Review Single Audit Reports Submitted by Indian Tribes and Tribal Organizations

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 67S2

Assist Indian Affairs Awarding Officials in the Resolution of Single Audit Reports

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 67S3

Budget

Perform Budget Formulation/Planning

DEFINITION: Assist in the preparation of Annual Financial Plans; Assist in writing the Green Book Budget Justifications; Collect, review, and submit information to establish appropriate reimbursable budget

authority for BIA accounts; Assist the Regional Office, Agency, and Tribal staff to finalize the Region's Budget Formulation package; Prepare/Review planning docs; Formulate budget requests and finalize package; Develop annual reimbursement plan.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6011

Execute/Manage Funds

DEFINITION: Process funding documents, fund appropriations, allotments, sub-allotments, allocations, or sub-allocations; Reallocate funds; Reprogram funds; Perform budgetary analysis; Monitor funding status; Research, analyze, and produce regular and ad hoc reports; review annual funding agreements; Establish and manage reimbursement accounts/funds; Coordinate Government Performance and Results Act (GPRA), Strategic Plan, and Program Assessment Rating Tool (PART) activities; Participate in bureau or region-wide work force planning activities; Coordinate with Self-Determination staff on preparation of the CSF Need Report and tribal shares activities; Provide budget training to staff.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6012

Energy and Economic Development

Asst in dev of mineral trust res & leases

DEFINITION: Activities in the development of mineral trust resources that include, but are not limited to: Coordinating or conducting site inspections and investigations to determine need and scope of mineral inventory projects; coordinating or conducting geological and mineralogical investigations; Program Lead for the development of language and royalty rates of new or existing mineral leases; and pursuant to the 1982 Indian Development Act, is Liaison for agencies, tribes or individual Indian mineral owners on mineral management issues and proposed mining activities.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1383

Support Alternative Energy Planning

DEFINITION: Alternative energy planning activities that include, but are not limited to: meetings; reviewing Alternative Energy funding requests; responding to inquiries of tribes; presenting program material to tribes; and all supporting activities.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1384

Support Mineral Explor & Mgmt Planning

DEFINITION: Mineral exploration and management planning activities that include, but are not limited to: reviewing Mineral Assessment Proposal requests; responding to inquiries of tribes; presenting program material to tribes; and all supporting activities.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1385

Equal Employment Opportunity

Develop and Administer 715 Compliance Report

DEFINITION: Conduct workforce analysis; Review legislation activities; Coordinate employee assistance program; Conduct planned programs, including training and seminars promoting plan visibility; Disseminate information; Issue progress reports.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 7811

Administer EEO Complaint process

DEFINITION: Interview aggrieved individuals and management to resolve informal complaints; File formal complaint, if necessary; Conduct EEO Complaint Training.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 7611

Advise Management on Necessary Plan Changes

DEFINITION: Tasks include developing and implementing policies and procedures and providing guidance. It includes some overarching operations such as job fairs, and providing personnel services to bureau and department employees and supervisors. This activity does not include human resource processing activities for specific programs, such as, developing job descriptions, developing employee documents (e.g., SF-50s, retirement paperwork, health benefit forms, retention registers, etc. for employees in the field) that should be charged to specific programs. This activity also does not include costs associated with labor and employee relations, equal opportunity, civil rights and workforce diversity.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 7812

Federal Acknowledgment

Review, Verify, and Evaluate Petitions for Federal Acknowledgment

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 67S4

Make Recommendations for Proposed Findings

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 67S5

Financial Systems Management

Perform Financial Systems Maintenance and Oversight

DEFINITION: Initiate and maintain master reference table values, systems options, reporting and processing jobs. Provide planning, systems documentation, and oversight of functions necessary to maintain financial systems; implement special systems projects and initiatives.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8221

Create / Modify Reports

DEFINITION: Gathering requirements; Developing reports; Validating report date.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8211

Financial System Training

DEFINITION: Developing training manuals; Coordinating training activities; Conducting training classes; Post-training follow-up.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8311

Financial Report Training

DEFINITION: Developing training manuals; Coordinating training activities; Conducting training classes; Post-training follow-up.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8411

Financial System Security Administrator Duties

DEFINITION: Resetting passwords; Establish new user ID's; Evaluate internal control as it relates to System Access; Create system security reports; Monitor system usage.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8312

Contract Administration for Financial System Support

DEFINITION: Determining system support needs; Monitoring contractor performance; Negotiating costs and contract issues; Coordinate/Conduct contractor review meetings; Provide contractor guidance (set priorities).

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8212

Financial System Development / Modifications

DEFINITION: Requirements gathering; Systems testing; Systems implementation; System enhancements/modification.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8111

Provide Financial System Support

DEFINITION: Inherent in the activity
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8213

Financial and Business Management System (FBMS) Implementation

DEFINITION: Activities related to implementing the department-wide Financial and Business Management System (FBMS). The Financial and Business Management System (FBMS) is the Department of the Interior (DOI)-wide enterprise system that will replace most of the Department's administrative systems and will include budget, core financials, personal and real property, and enterprise management information systems; e.g., reporting. FBMS will standardize various business practices across the Department, with bureaus expected to alter current practices as much as practicable to conform to these standardized models. IA FBMS project personnel will use this activity code to track time spent planning, blueprinting, building, testing, and going live with FBMS.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8413

Financial and Business Management System (FBMS) Implementation – Data Cleansing and Conversion

DEFINITION: This activity involved all of the data cleansing and conversion tasks in support of implementing FBMS. These activities include meeting and strategizing on data cleansing tasks, correcting and preparing data, reconciling legacy data, reporting on data cleansing and conversion activities, and providing Indian Affairs data to the FBMS project management office in preparation of the conversion.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8513

Fiscal Services

Process Payments (Including Construction, Contracts, etc.)

DEFINITION: Conduct 100% audit on all vouchers submitted for payment; Ensuring all required all-approving documents (invoice, receiving report, obligation document) are included; Verify obligation within FFS.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6213

Process Travel Reimbursement Claims

DEFINITION: Conduct 100% audit on all travel reimbursement claims; Reviewing all required signatures; Ensure correct per diem rates are sighted; Verify obligation within FFS.
MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6214

Intra Government Processing and Collections

DEFINITION: Collect and disperse documents from other federal agencies pertaining to inter-agency agreements and reimbursable agreements; SDS transactions; 224-Reconciliation report pertaining to Statement of Difference.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6215

Perform Cash Collection/Disbursement and Debt Management

DEFINITION: Release of revenue; Generate bills for collection; Manage accounts receivable/payable; Collect and disperse all appropriated and reimbursable funding from non-federal agencies.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6216

General Ledger Oversight

Perform Trend Analysis

DEFINITION: Performing an analysis of activity within a specified group of general ledger accounts.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6217

Perform General Ledger to Subsidiary Ledger Reconciliation

DEFINITION: Includes accounts receivable, accounts payable, fixed assets, and advances to/from others.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6218

Prepare Internal / External Reports

DEFINITION: Prepare financial statements by fund; FACTS II reporting.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 7311

Accounting Posting Model Administration

DEFINITION: Ensure posting model is in accordance with departmental guidelines; Modify if necessary.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6219

Government Property Management

Acquire Real/Personal Property and Vehicles

DEFINITION: Procurement management; Receive/Obtain/Review documentation; Acquire inventory.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6311

Manage Inventory

DEFINITION: Encode into FAS (fixed asset system); Post asset information into FRPP (Federal Real Property Profile) with inventory database; Ensure property accountability; Coordinate annual inventory procedures with program managers and agencies; Manage all inventory; Compile and reconcile IPAC billings for GSA inventory; Manage Quarters Management Information System (QMIS); Ensure regulations are followed.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6312

Transfer Inventory and Conduct Annual Reviews

DEFINITION: Update records to reflect transfer/improvement/disposal; Transfer excess inventory.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6313

Provide Charge Card Program Services

DEFINITION: Activities include providing advice and assistance to cardholders, supervisors, approving officials, and managers; overseeing adherence to DOI and Bureau charge card policies; monitoring compliance with procurement, fleet and travel regulations regarding charge card use; maintaining charge card accounts; training and advising cardholders; identifying and reporting misuse; conducting program administration; and managing delinquent accounts.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6320

Guaranteed Loans

Develop/Sustain Marketing, Financial Consultation Services Outreach Program and Underwrite/Guaranty Loans

DEFINITION: Conduct presentations at agencies, banks, and conferences; Develop brochures, presentations, etc; Conduct periodic informational sessions; Meet with Tribal Committees; Assist with acquiring a total loan package including financial statements and projections; Provide consultation/business plan via telephone calls, meetings, and correspondence; Provide personal and business financial advice; Obtain credit reports and determine eligibility; Review for completed loan application documentation; Evaluate/analyze/substantiate borrower information; Evaluate/analyze lender's credit memo; Prepare credit memos; Evaluate/analyze subsidy requests; Resolve borrower/lender problems; Recommend approval/disapproval; Advocate loan before credit committee as appropriate; Review loan closing documents.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V121

Underwrite Application for Mortgage Loans

DEFINITION: Obtain credit reports and determine eligibility; Review for completed documentations; Evaluate/analyze/substantiate borrower information; Evaluate/analyze lender's credit memo; Prepare credit memos; Resolve borrower/lender problems; Recommend approval/disapproval; Advocate loan before credit committee as appropriate.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V122

Collection of Delinquent and Default Loans and Loan Servicing

DEFINITION: (BIA; loan guaranty) Process claims for loss; Contact delinquent borrower for payment; Provide 60 day notice if not brought current; Plan workout loan; Perform liquidation; Refer debt to the US; Treasury after 180 days for collection; Process collections for Direct Loans Program loans; Prepare documentation for litigation and bankruptcy in consultation with field solicitor and provide testimony; Contact Banks for quarterly reports on loan status and quarterly interest subsidy reports; Contact banks for data to update LOMAS – Loan Management Accounting System; Generate and analyze LOMAS reports; Investigate delinquent borrower's financial status; Perform site inspection for direct loans.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V123

Homeland Security

Continuity of Operations Planning (COOP)

DEFINITION: Continuing process of identifying mission critical functions and ensuring their sustainability.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T461

Education and Awareness

DEFINITION: Increase knowledge of Continuity of Operations Planning (COOP), Counter-terrorism, crime prevention, homeland security to proactively improve security and emergency preparedness postures. Improving coordination and cooperation between Tribal, State, and Federal emergency managers and ensure that Intelligence information is shared in timely manner.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: S361

Perform Risk Assessment for Existing Facilities

DEFINITION: Review floor plans and survey interior and exterior facility; prepare physical security survey detailing the results of the threat assessment and recommendations for bureau-leased bureau-owned and facilities; dissemination to appropriate authorities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T462

Perform Risk Assessment for Planned Facilities

DEFINITION: Review blue prints and floor plans; prepare physical security survey detailing the results of the threat assessment and recommendations for bureau-leased bureau-owned and facilities; dissemination to appropriate authorities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T463

Human Resources Management

Develop/Administer Human Resources (HR) Policies/Guidance

DEFINITION: Develop and distribute new human resource (HR) policy/guidance.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6111

Manage Employee Development Programs

DEFINITION: Perform onsite/offsite/online training; develop employee orientation

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6118

Manage Employee Services Programs

DEFINITION: Administer payroll and timekeeping activities; administer OPF/performance file, medical file; manage maintenance and storage; administer benefit information, retirement services; administer workforce program.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6117

Manage Talent Acquisition & Movement of Employees

DEFINITION: Develop and carry out recruiting plan; process recruiting materials; attend recruitment fairs; develop KSAs; issue job vacancy announcements; conduct employee suitability determinations; respond to correspondence, job inquiries; consult with applicants; administer reassignments; administer merit promotion; administer RIF.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6112

Manage Employee Compensation Programs

DEFINITION: Conduct position classification; develop and administer performance appraisal and awards programs; administer recruitment, relocation and retention incentives.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6113

Conduct Employee, Labor and ADR Programs

DEFINITION: Coordinate with supervisors and unions to Review, Discuss, Investigate, and Correct employee issues.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 7612

Administer BIA Ethics Program

DEFINITION: Administer BIA Ethics Program.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6114

Administer Pre-employment Clearance Program

DEFINITION: Screen security forms of Bureau employees, contractors, and tribal users in compliance with Office of Management and Budget (OMB) Cir; No; A-130; submit forms for investigation by the Office of Personnel Management; pre-adjudication authorization of appointments to national security positions, without access to classified and sensitive information; adjudicate investigative reports; prepare and present determinations on appeal; administer employee drug screening, reference checks, Indian Child Protection Screening Program, and HSPD-12 administration.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T411

Process Background Checks and Train Tribes and Tribal Organizations

DEFINITION: Serve as a conduit by which tribes access Federal Bureau of Investigation criminal records reports for purposes of compliance with Federal statutory requirements for child care providers; provide training in the development of standards and adjudication of background investigations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T412

Position / Organizational and Manpower Development and Review

DEFINITION: Provide technical assistance to management on manpower levels, position development, organizational structure, position classification and wage administration.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6115

Secure and Maintain Federal Personnel Payroll System (FPPS)

DEFINITION: Maintain FPPS for assigned Region, provide technical support for FPPS users, recommend corrective actions, correct user errors, respond to inquiries, run manpower and organizational reports, ensure proper access, provide system upgrades/procedures to NBC system owner.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6116

Indian Gaming

Approve Class III Gaming Compacts / Amendment

DEFINITION: Inherent in the activity
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 66S1

Approve Revenue Allocation Plan

DEFINITION: Inherent in the activity
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 66S2

Approve Request for Land Claims Associated with Gaming

DEFINITION: Inherent in the activity
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 66S3

Information Resources Management

Acquire and Assess New Technology Assets

DEFINITION: Acquire New Technology Standards, Requirements, and Processes; Discover, Inventory, and Manage IT Assets
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8112

Provide External Liaison Functions

DEFINITION: Manage Communications and Outreach; Provide Systems Analysis Services to Clients; Serve as Liaison to Office of the Deputy Assistant Secretary - Management; Serve as Liaison to Office of the Deputy Assistant Secretary - Policy and Economic Development; Serve as Liaison to Office of Tribal Services; Work with clients to facilitate IT meetings and projects; Work with clients to identify and resolve problems; Work with clients to manage IT priorities; Education - Operate E-Rate Program; Education - General Program Support; Education Business Area Management; Education Capital Architecture & Eng. Support; Education Capital Development Support; Education Capital Operations Support; Education Capital Planning Support; Education Capital Planning Support & Finance; Education Capital Policy Support; Ensure Contingency Planning
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8012

Provide IT Records Management

DEFINITION: Conduct Non-trust Records Management Assessments; Conduct Privacy Impact Assessments; Coordinates with DOI, Indian Affairs, Tribes, NARA, and other Federal Agencies on Indian Records; Disaster Recovery Gap Analysis; Freedom of Information Officer; Manage OTR/BIA Records Management MOU and Work Plan; Management and oversight of FOIA and PA Act Requirements;

Management and oversight of Records Management requirements; Privacy Act Officer; Provide Disaster Recovery (Includes Facility); Provide Electronic Records System Schedules; Provide IT Electronic Records Management Policy; Provide management and oversight of Privacy System Notices; Provide Oversight of Computer Matching and Privacy Act Policy; Provide Privacy Assurance; Records Management Officer; Manage Information Systems Records

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8217

Provide Policy Compliance

DEFINITION: Compliance with GPEA / PRA requirements; Manage IT Enterprise Policy; QA: Re Process Conformance

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8218

Respond to Court and Congressional Inquiries

DEFINITION: Respond to Court Inquiries, Congressional Inquires

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8013

Perform IT Contract Management

DEFINITION: Develop SOW, RFQ, Evaluate Contractor Proposals

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8014

Participate in IT Governance

DEFINITION: Manage, Attend CCB and Tech Review Boards; Technology Advisory Board (TAB) - Serve as a co-lead to approve technologies and IT solutions for BIA

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8219

Administer and Analyze IT Programs

DEFINITION: Administer Non Production Database; Administer Software; Analysis Requirement; Analyze and Recommend Technology Platforms of Operation

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8214

Provide IT Assistance

DEFINITION: Analyze and Respond to Help Desk Tickets; Provide Local Desktop Support and Maintenance; Provide System and Desktop Training; Providing user/helpdesk support for existing applications; Respond to Computer Incidents

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: Z511

Provide IT Security

DEFINITION: Detect Intrusion; Detect Vulnerability; Ensure Virus Protection; Manage User Account Access; Provide guidance and framework for Computer Security Act Policy; Provide Intrusion Detecting Monitoring and Incident Response System; Provide IT Forensic Services; Provide IT Security; Provide Secured User Directory; Provide Security Awareness Training; Provide Security Policy; Test for Penetration

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8313

Perform System Development

DEFINITION: Certify and Accredite Systems; Design and Model Database; Develop Active Directory: Requirements, Test Environment, and Base Platform; Develop and Train on System Life Cycle; Develop Application; Develop GIS Architecture; Develop Technical Reference Model and High Level Solution Architecture Plans; Develop Web; Distribute Software (Including Patch Management); Evaluate Software (COTS / GOTS); Implement Software; Plan Test; Test Database; Test Lab Development

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8011

Manage/Operate IT Systems

DEFINITION: Document Existing Systems and User; Ensure Continuity of IT Systems Operations; Maintain E-mail System; Maintain System and User Documentation; Maintain Wire Plant; Manage BIA Data Center; Manage E-mail Backup Facility; Manage Network; Manage OCIO Configuration; Manage OCIO Property; Manage Offsite Media Storage; Manage OMB Information Collections; Manage Portfolio of IT Investments; Manage Server; Manage Web Architecture (TRM for pieces; Configuration of the Pieces); Operate and Maintain Intranet; Process Change Requests to IT Systems / Databases; Provide Geographical Information Services; Provide LAN; Provide Radio, Voice, Data / WAN Services; Re-cable High Priority Site; Refurbish and Replace Technical Equipment (Workstations and Printers Included); Server Consolidation; Video-conferencing Analysis

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8215

Conduct Personnel Management

DEFINITION: Manage Labor Relations Complaints, Inquiries, Grievances, EEO; Management of IT Student Intern program; Train Trainers or individual users on system(s); Training

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 7613

Perform Strategic Planning

DEFINITION: Convert High Level Architecture to Proper Levels for BIA Systems; CTO Council (CTOC) - Interact with Department and Bureaus via CTOC to discuss IT policy, guidance and issues; Improve Information Integration; Integrate BEAR, DEAR, and FEA; IPv6 Compatibility; IT Review Board Quarterly; Manage Control Correspondence Policy and Procedures; Manage E-Gov initiatives IAW PMA / On-Line Information; Manage Indian Affairs Manuals; Office Administration to the Planning function; Prepare Business Cases for IT Investments; Prepare Future Policies; Review Management Control; Technology Benchmark Studies for BIA; Technology Evaluation & Guidance - Serve as a principal advisor to OCIO in providing IT solutions that enhance operations; Technology Evaluation & Guidance - Serve as a principal advisor to OCIO in providing IT solutions that enhance operations; Track Projects

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8412

Perform Management Oversight

DEFINITION: Attend Meetings; Automate Directives; Automate Forms; Budget and finance; Business Activities of Contract Management; Business Owner for the Information Management System; CPIC; Creating reports for Business Areas or Management; Manage Federal Information Resources IAW OMB Cir A-130; Market Research Investigation; PMO; Support Physical Infrastructure
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 8216

Internal Evaluation and Assessment

Perform Internal Control Management Oversight Function

DEFINITION: Include activities in support of the requirements under OMB Circular A-123; conduct audit follow up; issue annual assurance letters; provide oversight for internal control activities; develop and implement internal control guidance.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6516

Conduct Regular Internal Control Reviews

DEFINITION: Provide oversight to BIA regions on their Program control reviews; conduct routine internal audits, assessments and investigations.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6517

Conduct Ad-hoc Evaluation, Assessments & Internal Reviews

DEFINITION: Include activities in support of special requests in coordination with the Deputy Assistant Secretary of Management (e.g., evaluation of additional personnel request for the 638 contracts); conduct non-routine studies (e.g., workload study); conduct mini-audits.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6518

Job Placement

Develop Job Placement/Training Program Plan

DEFINITION: Create a comprehensive plan for activities that will enhance job placement and training opportunities for tribes and individual clients; Set rates for subsistence and other training and employment costs.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: U931

Manage Programs

DEFINITION: Receive and process application; Determine eligibility for program services; Process appeal, if necessary; Work with client to develop an individual training/employment plan; Monitor client progress against the plan and provide support services; Close case file; Identify/Approve/Monitor training facilities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U932

Coordinate with Employers/Unions/Other Agencies

DEFINITION: Advocate and coordinate employment opportunities through discussions with local/state/federal/tribal governments, unions and other private entities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U933

Performance Management & Planning

Manage / Provide Support to the Capital Planning Investment Control (CPIC)

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6711

Manage / Provide Support to the Government Performance Results Act (GPRA)

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6712

Manage / Provide Support to the President's Management Agenda (PMA)

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6713

Manage / Provide Support to the Program Assessment Rating Tool (PART) Initiative

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6714

Manage / Provide Support to the Performance and Accountability Report (PAR)

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6715

Manage / Provide Support to Activity-Based Costing (ABC) Initiative

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6716

Procurement

Perform Acquisition and Evaluation, Assemble Package, and Award Lease

DEFINITION: Perform pre-solicitation activities; prepare and award commercial contracts; Solicit offers; Review/Negotiate/Resolve proposal bid/scope/cost, assemble package and award contract/grant; document process.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6314

Provide Program Oversight

DEFINITION: Onsite review of contractors; Perform program reviews to assure compliance with policies, contract terms and conditions, laws, and regulations (including site visits).

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6315

Perform Necessary Modifications

DEFINITION: Review/Approve contract modification request; Create contract modification and send to contractor for review/signature; Copy/Distribute signed modifications to appropriate parties.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6316

Develop Interagency and Intra-agency Agreements

DEFINITION: Review program request/need; Develop agreement; Submit to solicitor's office for review; Obtain signatures; Establish agreement; Provide technical assistance.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6317

Process Waivers and High Level Approvals/Ratifications

DEFINITION: Determine need for waiver and/or approval; Research and prepare justification package; Track processing of waivers and approvals; Notify interested parties of final disposition; Process ratifications as appropriate and educate staff to avoid causing ratifications.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6318

Manage GSA Leases

DEFINITION: Review occupancy agreements; analyze/determine space requirement; review/approve the monthly invoices; document changes in costs; perform negotiation and administration.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6319

Manage Direct Leases

DEFINITION: Conduct research on market rates; analyze/determine space requirement; conduct market survey; conduct need assessments; develop solicitations for offers; administer lease negotiations; develop lease documents including annual updating.
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6321

Perform System Administration for Procurement System

DEFINITION: Report generation and system administration for the Procurement System (IDEAS)
MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6322

Public Law 102-477

Review and Approve Pub. L. 102-477 Plans

DEFINITION: Review and Approve Pub. L. 102-477 Plans.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: U934

Conduct On-Site Program Reviews of Tribal Programs

DEFINITION: Conduct on-site program reviews of tribal programs.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: U935

Provide Training and Technical Assistance to Grantees

DEFINITION: Provide Training and Technical Assistance to Grantees.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: U936

Manage the Processing of Funds from the Department of Labor, HHS, and DOI

DEFINITION: Financial management including day-to-day processing of drawdown of funds for over 100 million from the Department of Labor, Health and Human Services, and DOI.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: U937

Collect / Analyze Annual Tribal Reports

DEFINITION: Collection of annual tribal reports, analyzing and summarizing data for distribution to the Federal partners of Pub. L. 102-477 data.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U938

Records Management

Perform Document Storage and Shipping

DEFINITION: Identify record type; Determine record retention requirement; Coordinate distribution of updates from OST and Central Office; Determine storage location/type; Scan historical documents prior to shipping to American Indian Records Repository; Determine eligibility of document to be destroyed; Determine document destruction methodology; Conduct regular reviews with Agencies to clean their files/e-mails; Perform electronic storage of emails.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6511

Perform Audit Liaison Functions

DEFINITION: Receive copies of audit reports; Follow up with affected programs status of corrective actions; Monitor and ensure corrective actions are being taken by affected programs.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6512

Coordinate FOIA Requests/Prepare BIA FOIA Annual Report

DEFINITION: Receive written requests; Coordinate document search with appropriate programs; Review collected documents; Coordinate document release with Solicitor; Monitor for appeals.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6513

Coordinate Privacy Act Requests

DEFINITION: Receive written requests; Coordinate document search with appropriate programs; Review collected documents; Coordinate document release with Solicitor; Monitor for appeals.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6514

Perform Non-Trust Records Assessments

DEFINITION: Write non-trust records management assessment and corrective action plan; Receive copies of audit reports; Follow up with affected programs status of corrective actions; Monitor and ensure corrective actions are being taken by affected programs.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6515

Self Governance

Prepare for Negotiation

DEFINITION: Review program resources and determine tribal shares; Identify inherently Federal functions; Review/analyze tribal resolution and request status on tribe; Coordinate/Set schedule for negotiations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z291

Conduct Negotiation

DEFINITION: Meet annually with the tribal and consortium representatives to negotiate the compacting of services for the upcoming year, including, identifying term of compact, review of multi-year funding agreement (MFA) or annual funding agreement (AFA), program criteria requirements, retrocession from compact before new agreement is negotiated, etc.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z292

Review and Award Compact Agreements

DEFINITION: Compare compact documents to ensure negotiated points are accurately represented (Review of multi-year funding agreement (MFA) or annual funding agreements (AFA)); Obtain signatures from appropriate officials for award; Provide award notification as required by statute.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z293

Post Award

DEFINITION: Coordinate with Tribe, Office of Self Governance (OSG), and BIA to assure tribes receive their proper funding levels; Work with compact tribes on retrocession and reassumption.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z294

Executive Direction

Executive Direction

Provide Strategic Guidance

DEFINITION: Develop, maintain, and communicate mission and vision of the organization.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6701

Provide Policies / Guidance

DEFINITION: Develop, interpret, and disseminate policies/guidance.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6702

Represent BIA

DEFINITION: Provide visibility and/or marketing of BIA and its capabilities through participation and engagement in community, business, and Federal events/organizations.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6601

Manage Business Practice

DEFINITION: All activities used to measure organizational performance, benchmark performance, and improve processes and systems.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6703

Facilities, Environmental, and Cultural Resources

ANCSA Services

Perform Research and Write Reports

DEFINITION: Document the history of Native use of properties applied for under ANCSA Sections 14(h) (1, 2, and 5).

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: D9N1

Conduct Fieldwork

DEFINITION: Verify the physical existence and locations of claimed sites and determine their aerial extent.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: D9N2

Issue Site Certifications

DEFINITION: Certify sites eligible or ineligible in accordance with 43 CFR 2653.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: D9N3

Perform Case File Reviews

DEFINITION: Ensure that all investigations are properly conducted and thorough; the ensuing final reports are accurate and reliable; and site certifications are objective and legally defensible.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: D9N4

Manage Collections and Records

DEFINITION: Preserve ANCSA collections and records as part of the national cultural heritage; and process the information contained therein to maximize its value to Alaska Natives and the general public.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 4BN1

Provide Consultation and Technical Assistance

DEFINITION: Respond to client needs and satisfy requests that require specialized knowledge of ANCSA program, implementation policies, collections or records.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: X8N1

Provide Public Education and Outreach Services

DEFINITION: Inform the public about ANCSA program activities, collections and records.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: D9N5

Cultural Resource Activities

Acquire and Accession Museum Property

DEFINITION: Acquisition is the process of physically acquiring objects (donation, gift, bequest, purchase, exchange, or transfer), and establishing control of field collections that are already in bureau ownership. Accession is the act of documenting the acceptance and permanent legal title (ownership) for a museum object or group of museum objects. Activities may include discovery and evaluating items considered for acquisition and/or accession; preparing and completing required documentation, such as deeds of gift, purchase contracts, accession book entries; and processing incoming loans.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 8AN1

Conduct National Historic Preservation Act (NHPA) Section 110 Compliance Activities

DEFINITION: Develop and manage programs and activities for National Historic Preservation Act (NHPA) Section 110 compliance including policy and guidance development, historical resource identification (i.e., background research; field inventory; documentation/technical reports; conducting mitigation activities, providing internal technical assistance, NEPA coordination; attend professional association meetings. Exceptions include NHPA Section 110 training and outreach/and participation in cooperative activities.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: E0N1

Identify and Assess Condition of IA-Owned Historic Structures and Archeological Sites

DEFINITION: Identifying building and structures on the Indian Affairs (IA) inventory and archeological sites on IA-owned federal land that are on or eligible for the National Register of Historical Places; assessing the historical and physical condition of such buildings, structures and sites. NOTE: This activity strictly applies to the Departmental Strategic Goals, “Percent of archeological sites on DOI inventory in good condition;” and “Percent of historic structures on DOI inventory in good condition.”

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: E0N6

Manage Facilities Housing Museum Property

DEFINITION: Manage facilities housing museum property collections to Departmental museum standards (411DM). This includes monitoring and controlling environmental and security conditions, fire protection emergency planning, specific to museum property standards, and completing facility assessments. Also includes developing work plans, administering service contracts, and establishing partnerships to support and improve facility condition.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 4BN2

Museum Property Preservation and Conservation

DEFINITION: The day-to-day management of museum property with a focus on its preservation. Activities may include assessing object condition, performing environmental monitoring and analysis, integrated pest management, housekeeping, and rehousing objects. Activities also include developing and administering service contracts, and establishing partnerships for the preservation and conservation of museum property.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7YN1

Develop and Manage Museum Exhibits

DEFINITION: This includes activities associated with planning, developing, producing, and installing museum exhibits, including virtual exhibits and catalogs on the Web.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: R1N1

Catalog Museum Property

DEFINITION: Cataloging is the act of assigning and applying a unique identifying catalog number to an object or group of objects and completing descriptive documentation. The resulting documentation is a catalog record. Cataloging includes identifying the item; evaluating the general condition of the item or group of items; physically applying a catalog number to the item; conducting research to complete required cataloging information; documenting the item with photographs; completing catalog cards; and entering the data in the bureau's automated catalog system.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: C7N1

Provide Research Access to Museum Items

DEFINITION: This includes activities associated with providing research access to museum items, including assisting researchers; responding to requests for information; providing archival reference services; producing publications on the collections; and giving tours of museum collections, archives, and exhibits.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: R2N1

Museum Program Management and Oversight

DEFINITION: All activities related to managing and overseeing the IA museum program. This includes writing planning documents (e.g., Scope of Collection Statements, collection management plans, Integrated Pest Management plans, housekeeping plans); developing policy and guidance; conducting program and performance reviews; creating and providing training; drafting reports; preparing outgoing loan documentation; developing and administering service contracts; and establishing partnerships for managing museum property.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 4BN3

Inventory Museum Property

DEFINITION: Inventory is the process for checking the physical location of museum property. The accuracy of the record of museum property listed in an inventory must be physically verified annually for all museum property. This activity includes preparing inventory lists, conducting physical inventories, reconciling current and previous inventories, and preparing documentation associated with inventories and/or missing property.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 4BN4

Native American Graves Protection and Repatriation Act Compliance

DEFINITION: Activities related to bureau compliance with NAGPRA, including research, tribal consultation, developing work plans, administering service contracts, and establishing partnerships with museums to complete NAGPRA inventories, responding to inadvertent discoveries, and review of inventory completion and intent to repatriate federal register notices.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: E0N4

Conduct National Historic Preservation Act (NHPA) Section 106 Compliance Activities

DEFINITION: Develop and manage programs and activities for National Historic Preservation Act (NHPA) Section 106 compliance including policy and guidance development, historical resource identification (i.e., background research; field inventory; documentation/technical reports; conducting mitigation activities, technical assistance, NEPA coordination; support/review/oversight of PL 93-638 compacts in fulfilling Section 106 mandates and programs, conduct public awareness, participate in other federal initiatives regarding historic preservation; attend professional association meetings.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: E0N5

Environmental Management

Environmental Audit Program Management

DEFINITION: Develop and manage environmental audit program, provide oversight and technical assistance and conduct audit program activities including development/maintenance of audit program documentation, annual planning, preparing, audits, conduct audits and reporting audit findings, tracking corrective actions, and annual audit program performance reporting.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 8KN1

Environmental Compliance Management

DEFINITION: Develop and manage programs, provide oversight and technical assistance for environmental management activities to maintain compliance with environmental mandates (Executive and Secretarial Orders, BIA policy, and applicable environmental laws and regulations); oversee/manage/implement implement pollution prevention and other beyond compliance programs and activities to improve environmental performance. Exceptions: environmental audits under EMAP, environmental contingent liability, site assessment/remediation and abatement, environmental site assessment and NEPA compliance activities.

MISSION AREA: Resource Protection
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: 8KN2

NEPA Compliance Activities

DEFINITION: Develop and manage programs, oversee and provide technical assistance and conduct NEPA compliance activities. Write/review/edit/provide comments on NEPA documents (internal and external); advise on NEPA decisions; conduct/monitor NEPA compliance; coordinate with archeological compliance review; conduct post-decision monitoring; provide NEPA technical assistance; attend professional association meetings. Threatened and endangers species and cultural resource management activities to support NEPA documentation and compliance.

MISSION AREA: Resource Protection
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: 8KN3

Environmental and Disposal Liabilities (EDL)

DEFINITION: Develop and manage programs, oversee and provide technical assistance and conduct ECL activities including site investigations to identify Locations of Concern and EDLs, EDL- remediation, reporting and recordkeeping, and associated training.

MISSION AREA: Resource Protection
DOI END OUTCOME GOAL: Resource Protection
ABC QUICKTIME CODE: 8KN4

Site Assessment, Remediation/Abatement

DEFINITION: Develop and manage programs, oversee and provide technical assistance and conduct, site assessment, remediation and abatement activities reporting and recordkeeping, and training. Exceptions: Activities associated with EDL sites.

MISSION AREA: Resource Protection
DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources
ABC QUICKTIME CODE: 7CN1

Operations and Maintenance

Perform on-site energy audit and reports

DEFINITION: Develop and manage programs, provide oversight and technical assistance for energy management activities to maintain compliance with energy mandates (Executive and Secretarial Orders, BIA Policy, and applicable energy laws and regulations); oversee/manage/implement energy conservation, pollution prevention and other beyond compliance programs and activities to improve energy.

MISSION AREA: Resource Protection
DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources
ABC QUICKTIME CODE: 8KN5

Provide Operations and Maintenance Project Management Technical Support and Oversight

DEFINITION: Provide project administration and monitoring for operation and maintenance contracts awarded by the Office of Facilities Management and Construction, either through interagency agreements, commercial or P.L. 93-638 contracts, to accomplish the project scope of work in accordance with all applicable Federal, State, and legal codes and regulations.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z251

Plan for Annual Operation and Maintenance Activities (Financial Work Plans)

DEFINITION: Review, analyze, approve and monitor annual Operations and Maintenance (O&M) financial work plans for all OIEP, OLES, OIP locations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5C51

Plan for Annual Operation and Maintenance Activities (Cost Data)

DEFINITION: Collect, analyze, approve inventory and actual cost data in FMIS, execute and verify results of Facility Management Information System (FMIS) Operations and Maintenance (O&M) allotment formula, provide by location funding levels to OIEP, OLES, and OIP.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5C52

Plan for Annual Operation and Maintenance Activities (FMIS Annual Preventive Maintenance Plans)

DEFINITION: Review, approve, monitor and analyze FMIS annual preventive maintenance plans for all OIEP, OLES, OIP locations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5C53

Manage Excess Space Program

DEFINITION: Assess, establish, estimate, update, and maintain Excess Space Inventory, backlog and project data in Facility Management Information System (FMIS) and associated spreadsheets; Develop and implement annual and long term transfer, demolition and selling plans for all excess space.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5C54

Perform Facility Operations

DEFINITION: Paying utility bills (Natural Gas, Electric, Sewer, Refuse, Water, Heat/AC); Generate energy reports; Providing custodial services; Rent vehicles; Conduct scheduled inspections; Conduct inventories; Provide pest control services; Perform ground services; Troubleshoot/Manage telecommunications services; Testing of water/air quality; Provide protection services; Provide program evaluation; Prepare financial program and annual work-plan; Prepare preventative maintenance schedule; Includes quarters

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5C55

Perform Facility Maintenance

DEFINITION: Perform and manage testing/lubrication of equipment; Perform repairs/replacements; Conduct cost estimate for purchase of supplies and services; Calibrate and adjust system/equipment; Execute preventative maintenance schedule; Painting of facilities and appurtenances; Includes quarters

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5C56

Planning, Design, and Construction

Review, Analyze, and Approve Construction Projects

DEFINITION: Review, analyze and approve the planning phase for construction projects.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K51

Transfer Title

DEFINITION: Locate title record; Obtain new title if necessary; Produce excess property report; Conduct board of survey; Obtain archeological, historical, environmental clearance; Make transfer offer to tribe; Obtain tribal resolution; Make decision to transfer title/demolish; Remove facility from inventory.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K52

Perform/Manage Demolition of Facilities

DEFINITION: Conduct board of survey; Obtain archeological, historical, environmental clearance; Determine demolition method; Remove facility from inventory; Determine party to perform the removal of the facility; Perform inspections to ensure compliance with specs and plans; Demolish structure; Remove debris to US EPA certified landfill; Reclaim site.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K53

Plan Construction Project

DEFINITION: Prepare requirements; Specify general configuration, size, site selection, features; Prepare preliminary cost estimates for the proposed construction; Facilitate tribal decision as to which entity will manage the construction; Conduct environmental assessment, archeological/historical clearance, and flood plain study; Complying with 400 DM; Prepare monthly reconciliation for CIP.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K54

Design Construction Project

DEFINITION: Design, prepare/review detailed drawings, specifications, and contractual documents; Conduct detailed and intensive site investigations/studies if necessary; Prepare final cost estimates; Identify equipment need if necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K55

Oversee Construction Process

DEFINITION: Prepare for construction and inspections including property costs, Engineering layout; Supervise personnel; Acquire and store materials, supplies, and equipment; excavation and grading, erection or installation of materials; Provide quality assurance; Perform/Identify environmental remediation if

necessary; Conduct final inspection in conjunction with Division of Safety Management; Request certificate of occupancy from Division of Safety Management; Prepare documents for CIP if necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K56

Perform Construction Project Closeout and Capitalization

DEFINITION: Prepare contract closeout documents and CIP documents; Coordinate property management reporting requirements; Merge project management files with contract files; Update Operations and Maintenance inventory and backlog.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K57

Administer Equipment Program

DEFINITION: Provide planning, procurement, receiving, bar-coding, warehousing, staging, delivery, facility installation, inventorying, and provide property management services.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K58

Provide Planning, Design, Construction / Demolition Project Management Support and Oversight (PL 93-638)

DEFINITION: Provide project administration and monitoring for PL 93 – 638, Indian self determination contracts to accomplish the project scope of work in accordance with all applicable Federal, state, and legal codes and regulations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K59

Provide Planning, Design, Construction / Demolition Project Management Support and Oversight (OFM)

DEFINITION: Provide project administration and monitoring for contracts awarded by the Office of Facilities Management and Construction, either through interagency agreements or commercial contracts, to accomplish the project scope of work in accordance with all applicable Federal, state, and legal codes and regulations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K5A

Provide Planning, Design, Construction / Demolition Project Management Support and Oversight (PL 100-279)

DEFINITION: Provide project administration and monitoring for PL 100 – 297, Tribally controlled school board grants to accomplish the project scope of work in accordance with all applicable Federal, state, and legal codes and regulations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4K5B

Program Management

Execute Program Plans

DEFINITION: Develop, maintain and report Project Capital Improvement Plan to schedule and monitor all fiscal commitments for all replacement, improvement and repair projects.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6451

Update and Manage Automated Information Systems

DEFINITION: Assess, establish, estimate, update, and maintain inventory, backlog and project data in Facility Management Information System (FMIS) and associated spreadsheets.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6452

Develop Program Plans (annual / 5 yr) Maintenance Improvement and Repair (MI&R)

DEFINITION: Establish set of annual/5-year project plans/long-term goals; Establish annual/5-year/long-term performance measures; Allocate/Adjust resources to programs; Implement CIPC Policy and procedure for long-term plans; Develop budget justifications.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6453

Develop Program Plans

DEFINITION: Develop/analyze/prioritize/submit and justify project and asset management plans to stakeholders; Assess existing facilities; Prepare status reports for department and Congressional use.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6454

Program Management Quality Assurance

Provide and Administer Training Program (Mini Institute)

DEFINITION: Assess, analyze and schedule training to improve the skills and abilities of facilities management personnel.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6455

Provide and Administer Training Program (Other Training)

DEFINITION: Assess, analyze and schedule training to improve the skills and abilities of facilities management personnel.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6456

Ensure Quality of Asset Condition Assessments and Inventory Validations

DEFINITION: Provide quality assurance guidelines and oversight to ensure the integrity of field assessment of asset condition, status and corrective action costs, Facility Management Information System (FMIS) is repository for this data.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6457

Evaluate Program Performance (Reviews)

DEFINITION: Conduct and document program reviews; implement corrective action plans; review performance indicators.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6458

Evaluate Program Performance (Audits)

DEFINITION: Respond to internal/external audits, develop and implement corrective action plans.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6459

Structure Fire Program

Maintain Fire Safe Facilities

DEFINITION: Provide fire extinguishment and alarm systems, structural fire trucks with equipment, personal protective gear and fire stations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3751

Perform Structure Fire Response

DEFINITION: Provide fire suppression, rescue and safety training for Bureau or Tribal fire fighters

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3752

Provide Structural Fire Project Management Technical Support and Oversight

DEFINITION: Provide project administration and monitoring for commercial, Grant and PL 93-638, Indian self determination contracts to accomplish the project scope of work in accordance with all applicable Federal, State, and legal codes and regulations

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3753

Indian Education

Administration/Instructional Leadership and Support Services

Perform Administration, Executive Leadership and Support Services

DEFINITION: Provide overall program planning and organizing for all levels of schooling; implement plans through development, coordination, direction, and supervision of all school and facilities programs; build organizational capacity, and deal with organizational change; communicate with all stakeholders through a variety of electronic and print media to promote school programs; build/formalize private and public partnerships; monitor/evaluate program performance/accreditation; plan, monitor and oversee commercial and PL 93-638 contracts and grants; perform nursing services, library and museum services, and provide non-teaching activities; Provide Financial Aid assistance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FM

Admissions Services and Banking Operations

Perform Admissions Services and Banking Operations

DEFINITION: Process applications including determining acceptance, maintain and ensure accuracy of student applications, evaluation of transfer credits; record and communicate enrollment, acceptance and transfer of students, transcripts, withdrawals, boarding school applications, and character references of former/current students; prepare, record, and report student count Individual Student Equalization Program (ISEP); monitor and oversee checking accounts, and process checks and vouchers.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FN

Basic and Applied Scientific Research

Perform Basic and Applied Scientific Research

DEFINITION: Conduct research, including Literature review, research design, and data collection and analysis; documenting results and findings and disseminating to the appropriate audience; and management of the team, equipment, and materials.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FJ

Community Development /Outreach

Perform Community Outreach

DEFINITION: Provide small business development, technology transfer, extension services, policy development advising to government and private sector at the local, state, national level. Promote higher education awareness in the community through host campus visits, summer programs, classes, tutoring,

concurrent enrollment, and pre-college workshops, to support programs like Upward Bound, and Talent Search to generate awareness of higher education opportunities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FH

Counseling Services

Perform Counseling Services

DEFINITION: Perform academic counseling, to include the following: Plan, order and implement the school-wide assessment, moving towards Adequate Yearly Progress (AYP); conduct transcript evaluations, scholarship advising, financial aid advice, and career planning and assessment; perform group or individual counseling, including assessments and referrals for students and/or their families on matters such as grades, attendance, behavior, mental/physical health, disability, substance abuse, cultural, social, and welfare issues; serve as liaison between the family and school to promote the understanding of school policies and put the family or student in touch with appropriate resources.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FD

Educational Aides/Technicians/Tutors

Perform Instructional Assistance to Teachers

DEFINITION: Provide Teachers with Instructional Assistance, including: Performing duties on a paraprofessional level in support of professional educators including tutoring, assistance with classroom management, assistance in computer labs, conducting parental involvement, support of library, and translator.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FE

Elementary Education

Teach Language Arts to Grades K - 3

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AN

Teach Math to Grades K - 3

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AL

Teach Native American Culture to Grades K-3

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines. This activity includes teaching native languages and native cultural studies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F3

Teach Native Languages to Grades K - 3

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AV

Teach Reading to Grades K - 3

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8BF

Teach Language Arts to Grades 4 - 6

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AO

Teach Math to Grades 4 - 6

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AW

Teach Native American Culture to Grades 4-6

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines. This activity includes teaching native languages and native cultural studies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F4

Teach Native Languages to Grades 4 - 6

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AX

Teach Reading to Grades 4 - 6

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AM

Teach Language Arts to Grades 7 - 8

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8B4

Teach Math to Grades 7 - 8

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8AY

Teach Native American Culture to Grades 7-8

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines. This activity includes teaching native languages and native cultural studies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F5

Teach Native Languages to Grades 7 - 8

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8B9

Teach Reading to Grades 7 - 8

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8B3

Teach Non-Core Subjects to Grades K-8

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines; this activity includes teaching technology, physical education, fine arts, science, and social studies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F1

Education Program Enhancements

Perform Program Enhancement Activities in Reading

DEFINITION: Provides specific instruction/activities at the elementary or secondary level for specific projects, initiatives, new activities aimed at enhancing educational instruction and student learning activities. Such instruction/activities are completed to assist the school in making AYP in reading.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8PR

Perform Program Enhancement Activities in Math

DEFINITION: Provides specific instruction/activities at the elementary or secondary level for specific projects, initiatives, new activities aimed at enhancing educational instruction and student learning activities. Such instruction/activities are completed to assist the school in making AYP in math.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8PM

Extra-Curricular Activities and Athletics

Provide Extra-Curricular Activities and Athletics

DEFINITION: Maintain and operate athletic organizations, which entails coach, coordinate, schedule, advise, advocate, procure, ensure eligibility, and supervise/chaperone student teams and individual athletes; Coordinate physical examinations of participants, meet requirements of athletic associations, involve parent participation, and maintain fiduciary responsibilities of the organizations; assist and advise in the development and implementation of plans of operation; maintain state certification if necessary; arrange for the maintenance of athletic equipment; develop and provide constructive recreational programs that reinforce life and social skills; maintain and operate student organizations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FI

Facilities Management

Perform Facilities Management

DEFINITION: Perform operations, including: utilities, contracts, procurement, office staff/faculty personal services and supplies, vehicles, safety, environmental, maintaining the Facilities Management Information System (FMIS), supplemental programs, providing custodial services, and security services; day-to-day scheduled and unscheduled maintenance and repairs of buildings, grounds and site, maintenance staff personal services and equipment, building equipment, central plant equipment, minor improvement and repair, and quarters; day-to-day management of facilities programs including development and administration of policies and procedures, code enforcement, goal creation, budget formulation, and project planning to ensure that bureau owned and/or maintained facilities are maintained to a building and safety code compliant condition.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FL

Family and Child Education

Provide Family and Child Education

DEFINITION: Provide instruction to adults on reading and math, and preparing for the GED; assist in the job application process, coordinate support services for families, develop activity plans, assess and report program effectiveness; work with 3 – 5 year olds with appropriate preschool activities, assess and report program effectiveness, prepare children with school readiness skills, develop activity plans; for families with children 0-3 provide instruction on parenting and social survival skills, provide leisure time activities for families, develop activity plans, assess and report program effectiveness.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F8

Food Services

Perform Food Services

DEFINITION: Prepare and serve food in specified quantities according to the menu plan, nutritional analysis, and environmental health standard; cleanup in accordance with environmental health standards; perform planning and management, including Inventory management, menu planning and publication, nutritional analysis in accordance with state and federal requirements, USDA compliance and reporting, planning for special dietary needs, and provide for an aesthetic environment for food services.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FB

Information Technology (IT) Support Services

Provide Information Technology Support

DEFINITION: Plan, design, operate, maintain computer labs; Integrate educational technology with curriculum and provide technical training; provide audiovisual and multimedia support; provide technical

support and maintenance for e-mail, online courses; develop and maintain websites; maintain external data communications; protect computing resources from external and internal threats.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FK

Native American Student Information System

Provide Native American Student Information System Support

DEFINITION: Maintain current information on student eligibility, performance and behavior; school assessments and reports; ELO records; training; planning meetings and conferences; user acceptance training; ISEP verification and certification reporting; and data integrity; planning meeting/conferences Data and Report Requirement Gathering User Acceptance Testing (UAT) Training ISEP Verification and Certification Reporting Data Integrity.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F7

Post Secondary Education

Teach Post Secondary Courses - Lower Division

DEFINITION: Teaching Post Secondary Courses - Lower Division - Provide formal education for the purpose of transfer or matriculation into and completion of a certificate or degree program, building basic skills, and preparing students for a career; Includes curriculum and program development; planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines, and provision of Job Placement/Internships/Co-ops Assistance. Courses taught include: General Academic/Liberal Arts, Computer Information Systems, Natural Resources, Physical/Natural Sciences, Environmental Sciences, Accounting, Office Administration/Technical, Engineering, Trades and Technical, Developmental Education, Network Specialist/Technician, Social Work, Agricultural Science/Economics, Water Technology, Human Services, Physical Education, Continuing Education, Early Childhood Development, Business Administration/Tribal Realty and Mgmt/Tribal Mgt, American Indian Studies, and Teacher Education.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FO

Teach Post Secondary Courses - Upper Division

DEFINITION: Provide formal education for the purpose of transfer or matriculation into and completion of a certificate or degree program, building basic skills, and preparing students for a career; Includes curriculum and program development; planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines, and provision of Job Placement/Internships/Co-ops Assistance. Courses taught include: General Academic/Liberal Arts, Computer Information Systems, Natural Resources, Physical/Natural Sciences, Environmental Sciences, Accounting, Office Administration/Technical, Engineering, Trades and Technical, Developmental Education, Network Specialist/Technician, Social Work, Agricultural Science/Economics, Water Technology, Human Services, Physical Education, Continuing Education, Early Childhood Development, Business Administration/Tribal Realty and Mgmt/Tribal Mgt, American Indian Studies, and Teacher Education.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FP

Residential Services

Perform Residential Services

DEFINITION: Provide lodging services, including enforcing rules and policies and providing supervision; and planning and organizing safe and healthy lodging arrangements for students; instruct students in development of life/social skills including but not limited to hygiene, manners, money management, clothing care, and dorm upkeep/housekeeping; provide academic tutoring services at residential locations; provide Health services in the residential location; provide Intense residential guidance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FA

Safe Schools

Maintain Safe Schools

DEFINITION: Prevent/Intervene alcohol, tobacco, and other drugs (ATOD) and Inhalant use by monitoring drug and alcohol use among students, attending/administering Alcohol, Tobacco, and Other Drugs (ATOD) and Inhalant awareness training, review and revise policies; prevent school violence by Implementing emergency response and crisis management plan using a prevention, preparedness, response and recovery model; prevent suicide by monitoring students' activities looking for key signs of suicidal tendencies. Intervening as necessary and providing continuous training to ensure awareness of student activities consistent with suicidal tendencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FF

Secondary Education

Teach Math to Grades 9 - 12

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8DF

Teach Foreign/Native Languages to Grades 9 - 12

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8DI

Teach Reading to Grades 9 - 12

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8DO

Teach Language Arts to Grades 9 - 12

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8DP

Teach Non-Core Subjects to Grades 9-12

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines; this activity Includes teaching technology, physical education, fine arts, science, social studies, industrial arts, creative arts, family and consumer science, vocational-agricultural studies, ROTC.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F2

Teach Native American Culture to Grades 9-12

DEFINITION: Professional educator/certified teacher providing classroom and team instruction; Responsible for planning, implementing, and evaluating instruction according to state, tribal, federal, and regional accreditation guidelines. This activity includes teaching native languages and native cultural studies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F6

Security Services

Perform Security Services

DEFINITION: Maintain trained security personnel on campus to promote student and staff/faculty safety; Trained security personnel will patrol the campus, maintain radio contact with campus, provide entry gate control, perform building and campus grounds security checks, respond to incidents, maintain security and incident logs; coordinate with public law enforcement and fire departments; develop and test emergency response action plans; Coordinate with an emergency response team to maintain the safety of students/staff/faculty, preserve records, and continue or resume school operations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FG

Special Education Program

Teach Special Education

DEFINITION: Identify need/evaluate eligibility for special education services; develop the Individual Education Plan (IEP) for each student; an action plan for providing educational services to the student; receive and review applications for Institutionalized placement; conduct research; perform diagnostic testing; make institutionalized placement recommendation, monitor student progress; implement IEPs; provide training to parents/guardians; perform program monitoring/assessment.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8F9

Transportation Services

Perform Transportation Services

DEFINITION: Plan and schedule transportation; provide transportation services for students and parents for educational, recreational, outreach, medical purposes, and athletics.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U8FC

Indian Land Consolidation

Indian Land Consolidation

Provide External IT Liaison Functions and Customer Support

DEFINITION: Manage Communications and Outreach; Provide system analysis services to ILCP; Serve as ILCP Liaison to Office of the Deputy Assistant Secretary – Management, Office of the Deputy Assistant Secretary – Policy and Economic Development, Office of Tribal Services, Office of Trust Services, Office of the Special Trustee, Office of Minerals Evaluation, and others. Work with ILCP and other programs to facilitate IT meetings and projects. Work with ILCP to manage IT priorities. Provide general ILCP program support. Ensure Contingency Planning.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: ILC1

Help Desk and Customer Support

DEFINITION: Respond to land owner inquiries from Help Desk, ILCP shared mailbox, walk-ins, and phone calls. Provide status of land sale, general acquisition information and FAQs regarding the ILCP and the acquisition of fractionated interests. Update LCTS from TAAMS.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: ILC2

Acquisition of Fractionated Interests

DEFINITION: Activities relating to acquisition of fractionated interests under the TAAMS/LCP module. Includes account maintenance, sending offers to purchase, creating deeds and monitoring the recording of sale through LCTS and TFAS.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: ILC3

Acquisition Expenditure/Recoup Revenue Tracking

DEFINITION: Activities related to tracking expenditures due to fractionated interest acquisition and tracking recouped revenue to the trust tracts and credited to the lien account. Includes review of FFS/FBMS/TAAMS/TFAS and BOES and research to reconcile discrepancies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: ILC4

Purchase at Probate

DEFINITION: All activities related to ILCP purchase at probate including ProTrac, U/FAS, valuations, attend meetings, correspondence with OHA, OAS, OME and/or Trust Services. Preparation of inventories, outreach activities, data and file maintenance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: ILC5

Program Analysis & Technical Support

DEFINITION: Activities related to creating, executing and reviewing sampling plans (spreadsheets) to ensure title is accurate and without defect. Plan, conduct, and/or participate in review, corrections and consolidating of data, providing technical advice and guidance to field organizations such as LTRO (for corrections). Activities related to *Kennerly* process. Working with OAS, OME, Forestry and others to coordinate, track and request appraisal/valuations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: ILC6

Program Outreach & Public Relations

DEFINITION: Provide informational sessions and public relations with tribes and government agencies regarding the ILCP to include on-site meetings, power point presentations, attendance at local events (pow wow's, information booths, etc.), and report writing. This activity includes providing reports to tribes and BIA Regions regarding funds expended, interests acquired, revenues recouped, percentages of tracts owned by the tribe/individuals, liens, and status of targeted tract acquisitions. This would include travel associated for the public relations/outreach activities.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: ILC7

Indian Services

Housing

Identify, Review and Verify Eligible Housing and Determine Category of Housing Need

DEFINITION: Advertise program and solicit applications; Have individuals complete HIP application and submit other required documents; Review income statement and other info to determine eligibility; Review application to determine if individual has existing housing; Staff will assess the condition of the house and decide to renovate or build a new house; Develop and enter HIP applicants on annual work plan; Evaluate annual work plan; Finalize and submit annual work plan; Refer individuals to housing authorities and other government housing agencies; Coordinate administrative requirements to minimize delays in payments and work schedules; Coordinate with federal and state housing authorities such as HUD and state housing inspectors; Coordinate disaster funds and interagency services.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U521

Prioritize and Develop Individual Construction and/or Renovation Project Work Plans

DEFINITION: Review and determine category of housing assistance; Obtain applicable clearances; Determine level and category of service; Determine method of service (contract or direct service); On-site construction or renovation; Coordinate project inspections; Perform final inspection and issue certificate of occupancy.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U522

Review and Monitor 638 Contracts

DEFINITION: Review and recommend new contracts and renewal contracts for funding; Perform periodic program reviews and ensure compliance with applicable rules and regulations; Conduct and coordinate training sessions for tribes; Provide knowledge/assistance on housing program; Check for expenditures and recording in accordance with appropriate regulations and procedures; Ensure that tribal staff submits required reports (program reports, financial reports, Government Performance and Results Act (GPRA) reports).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U523

Human Services/ General Assistance (25 CFR §20.300-20.319)

Case Management - General Assistance (Does not include Developing ISP for Employable Clients)

DEFINITION: Direct service activities provided to and for an applicant/ client; activities include; conducts intake; assesses the needs of the client and the client's family (when appropriate); arranges, coordinates, evaluates, and advocates for a package of multiple services to meet the specific client's needs; determines eligibility; meets and interviews clients; processes referrals and client applications for General Assistance; assesses need and income; develops case plan; records client contacts; conducts redetermination evaluations within 3 or 6 months; maintains case work records in compliance with records management

schedule; schedules appointments for clients; refers clients to appropriate programs or agencies for services, and all other direct service related activities provided under General Assistance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: GA01

Develop, Sign, and Monitor ISP

DEFINITION: A Social Services worker who assesses the general employability of a recipient; assists the recipient in the development of the ISP; signs the ISP; helps the recipient identify the service(s) needed to meet the goals in the ISP; monitors recipients participation in work related training and other employment assistance programs; and documents activities in the case file.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: GA02

Program Management, Implementation and Planning- General Assistance

DEFINITION: Responsible for the management and administration of General Assistance through the management and allocation of General Assistance funds; authorizes the distribution of GA payments to eligible Indian clients; provides program supervision and oversight on the day-to-day operations and activities of the GA program including the interpretation of regulations, policies and procedures; Conducts period case reviews; verifies General Assistance expenditures and proper record keeping of financial documents are in accordance with appropriate regulations and procedures; and ensures tribal staff submit required reports (program reports, financial reports financial reports including the BIA Financial Assistance and Social Service Report, and the Government and Performance and Results Act (GPRA) reports) within specified timeframes; and responsible for the overall planning, organizing, reporting and oversight activities of the GA program at the Agency, Regional, or Central Office Level.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: GA03

Technical Assistance and Consultation - General Assistance

DEFINITION: Provides technical assistance, guidance and direction on GA to tribal governments and 638-contracted and compacted programs, tribal community members, the BIA, and other local, state or Federal Agencies in complying with program criteria, procedures, practices, and policies; Respond to inquiries from Tribal Community Members, Tribal Leaders/Councils, the BIA, and other Federal Agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: GA04

Collaboration: Participate in Multi-Agency Meetings/ Workgroups/ Task Forces related to General Assistance

DEFINITION: Establishes and maintains working relationships with tribal, local, state, and other federal agencies through participation in regular or special meetings on issues related to General Assistance in Indian Country; this may include but not limited to attending/ or conducting meetings, trainings, and participating in workgroups to coordinate and enhance service delivery with and among other agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: GA05

Provide Non-BIA Employee Training

DEFINITION: Provide and coordinate training sessions for non-BIA employees, such as contractor employees, tribal councils, tribal employees, and federal, state, and local agencies; does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: GA06

Human Services/ Child Assistance (25 CFR §20.500-20.516)

Case Planning & Case Management for Child Assistance (not to include Foster Care Case Planning)

DEFINITION: Conduct Intake; Determine Eligibility; Develop a Family Assessment and Case Plan for the Client (to include Residential Care & Homemaker Services; *not to include* Foster Care Case Planning); Process referrals and client applications for Child Assistance; Make referrals; Monitor client progress to assess compliance with the case plan and provide support services; Collect information on each child's health status and school records, including medication and immunization records; Obtaining parental consent(s) for emergency medical care, school and transportation; A signed plan for payment, including financial responsibility of parents and use of other appropriate resources; and a copy of the certification/license of the residential facility/home; and all other duties related to the Direct-Services provided to the client.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: CA01

Case Planning & Case Management for Foster Care Planning

DEFINITION: Conduct Intake; Determine Eligibility; Develop a written case plan (established within 30 days of placement) which includes a permanency plan detailing the need for and expected length of placement; Collect information on each child's health status and school records, including medication and immunization records; Obtaining parental consent(s) for emergency medical care, school and transportation; A signed plan for payment, including financial responsibility of parents and use of other appropriate resources; and a copy of the certification/license of the foster home; and all other duties activities related to Direct Services for Case Management of Foster Care clients.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: CA02

Program Management, Implementation and Planning – Child Assistance

DEFINITION: Responsible for the management and administration of Child Assistance Grant Funds; Authorizes disbursements of Child Assistance payments to Eligible clients; Establishes and maintain recordkeeping systems; provides program supervision and oversight on the day-to-day operations and activities of the Child Assistance program including the interpretation of regulations, policies and procedures; Conducts period case reviews to verify proof of documentation (i.e., ensure providers, facilities, and foster homes have Tribal Certification/ Licensure, or State Licensure; Ensure Home-Studies and Family Assessment's are conducted; For Adoption & Guardianship Subsidy- Ensure Payment Subsidy is approved annually by a Bureau Line Officer; Ensure background check is in file, etc.); Verifies General Assistance expenditures and financial documents are filed and maintained in accordance with appropriate regulations and procedures; and ensures tribal staff submit required reports (program reports, financial reports financial reports including the BIA Financial Assistance and Social Service Report, and the Government and

Performance and Results Act (GPRA) reports) within specified timeframes; and responsible for the overall planning, organizing, reporting and oversight activities of the Child Assistance program at the Agency, Regional, or Central Office Level.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: CA03

Technical Assistance and Consultation – Child Assistance

DEFINITION: Provides technical assistance, guidance and direction on Child Assistance to tribal governments and 638-contracted and compacted programs, tribal community members, and other local, state or Federal Agencies in complying with program criteria, procedures, practices, and policies. Respond to inquiries from Tribal Community Members, Tribal Leaders/Councils, the BIA, and other Federal Agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: CA04

Collaboration: Participate in Multi-Agency Meetings/ Workgroups/ Task Forces related to Child Assistance

DEFINITION: Conduct and/or participate in regular or special meetings on issues related to Child Assistance in Indian Country; this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate and enhance service delivery with other tribal, local, state and federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: CA05

Provide Non-BIA Employee Training on the Child Assistance Program

DEFINITION: Provide, and coordinate training sessions on Child Assistance for non-BIA employees, such as contractor employees, tribal councils, tribal employees, and federal, state, and local agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: CA06

Human Services/ Adult Care Assistance (25 CFR §20.331-20.335)

Case Management for Adult Care Assistance

DEFINITION: Conduct Intake; Determine Eligibility; Conduct Social Service Assessment; Develop a Case Plan for the Client; Process referrals and client applications for Adult Care Assistance; Monitor client progress to assess compliance with the case plan and provide support services; Redetermine eligibility every six months through application and review of the Bureau Line Offices; and all other duties related to the Direct-Services provided to Indian client's receiving Adult Care Assistance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ACA1

Program Management, Implementation and Planning - Adult Care Assistance Program

DEFINITION: Responsible for the management and administration of Adult Care Assistance; Analyze and distribute Adult Care Assistance grant funds; Process and authorize Adult Care Assistance payments; Establish and maintain recordkeeping systems; Provide program management and oversight on the day-to-day operations and activities of the Adult Care Assistance program that include the development and administration of policies and procedures; Perform periodic case reviews to ensure licensed residential facilities or group homes are in compliance with applicable rules and regulations; Check for expenditures in accordance with appropriate regulations and procedures; Ensure that tribal staff submits required reports (program reports, client progress reports, and financial reports including the BIA Financial Assistance and Social Service Report).and with the overall Planning, Organizing, and Implementation of the Adult Care Assistance program activities at the Agency, Regional, or Central Office Level.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ACA2

Program Review, Monitoring, and Oversight of Adult Care Assistance Contracts

DEFINITION: Review and recommend new contracts and renewal contracts for funding.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ACA3

Technical Assistance and Consultation- Adult Care Assistance

DEFINITION: Provides technical assistance, guidance and direction on Adult Care Assistance to tribal governments and 638-contracted and compacted programs, tribal community members, families, and other local, state, or federal agencies in complying with program criteria, procedures, practices, and policies. Respond to inquiries from Tribal Community Members, Tribal Leaders/Councils, the BIA, and other Federal Agencies. Make recommendations to ensure compliance with Adult Care Assistance program regulations, procedures, practices, and policies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ACA4

Collaboration: Participate in Multi-Agency Workgroups/ Task Forces related to Adult Care Assistance

DEFINITION: Conduct and/or participate in regular or special meetings on issues related to Adult Care Assistance in Indian Country; this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate and enhance service delivery with other tribal, local, state and federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ACA5

Provide Non-BIA Employee Training on the Adult Care Assistance Program

DEFINITION: Provide, and coordinate training sessions on the Adult Care Assistance Program for non-BIA employees, such as contractor employees, tribal councils, tribal employees, and federal, state, and local agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ACA6

Human Services/ Burial Assistance (25 CFR §20.324-20.326)

Program Management and Implementation- Burial Assistance Program

DEFINITION: Responsible for the management and administration of Burial Assistance funds; conducts intake; process applications for Burial Assistance by determining eligibility for the deceased; Develop a case plan with the family (when applicable, to include referral services to access other resources to help assist with the Burial); Process and authorize Burial Assistance payments; Establish and maintain recordkeeping systems; Provide program case management and oversight on program activities for Burial Assistance to include the development and administration of policies and procedures.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: BA01

Program Review & Monitoring of Burial Assistance Funds

DEFINITION: Perform periodic program reviews and ensure compliance with applicable laws and regulations to ensure payment does not exceed the established BIA rate; to ensure expenditures are recorded in accordance with appropriate regulations and procedures; and to ensure required financial reports are submitted including the BIA Financial Assistance and Social Service Report and related case documentation.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: BA02

Technical Assistance and Consultation: Burial Assistance

DEFINITION: Provide technical assistance, guidance and direction on Burial Assistance to 638-contracted and compacted programs, tribal governments, tribal community members, the BIA, and other local, state, or federal agencies in complying with Burial Assistance program criteria, procedures, practices, and policies. Respond to inquiries from Tribal community members, Tribal leaders/ Tribal councils, other BIA agencies/ regions, and other local, state or federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: BA03

Collaboration: Participate in Multi-Agency Meetings/ Workgroups/ Task Forces for Burial Assistance

DEFINITION: Conduct and/or participate in regular or special meetings on issues related to Burial Assistance in Indian Country; this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate and enhance service delivery with other tribal, local, state and federal agencies (working with local funeral homes and funeral directors for services).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: BA04

Provide Non-BIA Employee Training on Burial Assistance

DEFINITION: Provide and coordinate training sessions for Burial Assistance for non-BIA employees, such as contractor employees, Tribal councils, Tribal employees, and local, state, or federal agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: BA05

Human Services/ Emergency Assistance (25 CFR §20.329-20.330)

Program Management and Implementation including direct case work- Emergency Assistance

DEFINITION: Responsible for the management and administration of Emergency Assistance funds; Determine household eligibility for Emergency Assistance; Process application(s); Assess client(s) needs; Develop a case plan; Make referrals and provide support services; and all other duties related to Direct-Services provided to the client receiving Emergency Assistance; Analyze and distribute Emergency Assistance grant funds; Process and authorize Emergency Assistance payments not to exceed standard limit; Establish and maintain recordkeeping systems; and Provide program management and oversight on the program activities for Emergency Assistance to include the development and administration of policies and procedures.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: EA01

Program Review & Monitoring of Emergency Assistance Funds

DEFINITION: Perform periodic program reviews and ensure compliance with applicable laws and regulations to ensure Emergency Assistance payments does not exceed the rates established by the AS-IA; to ensure expenditures are recorded in accordance with appropriate regulations and procedures; and to ensure required financial reports are submitted including the BIA Financial Assistance and Social Service Report.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: EA02

Technical Assistance and Consultation: Emergency Assistance

DEFINITION: Provides technical assistance, guidance and direction to tribal governments, 638-contracted and compacted programs, tribal community members, the BIA, and other local, state, or federal agencies in complying with Emergency Assistance program criteria, procedures, practices, and policies. Respond to inquiries from Tribal community members, Tribal leaders/ Tribal councils, other BIA agencies/ regions, and other local, state or federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: EA03

Collaboration: Participate in Multi-Agency Meetings/ Workgroups/ Task Forces for Emergency Assistance

DEFINITION: Conduct and/or participate in regular or special meetings on issues related to Emergency Assistance in Indian Country; this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate service delivery with other tribal, local, state and federal agencies, and possibly conducting site visits to review emergency situation or incident.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: EA04

Provide Non-BIA Employee Training on Emergency Assistance

DEFINITION: Provide, and coordinate training sessions for Emergency Assistance for non-BIA employees, such as contractor employees, Tribal councils, Tribal employees, and local, state, or federal

agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: EA05

Human Services/ Protective Services to Children, Adults, and Families (25 CFR §20.400-20.404)

Case Management- Protective Services for Children, Adults, and Families

DEFINITION: Provide assistance to children, elderly, and families in solving problems related to family function and interpersonal relationships; Protective Services; Conduct Intake; Determine Eligibility; Develop a Case Plan for the Client; Process referrals and client applications for Services to Children, Elderly, and Families; Make referrals; Monitor client progress to assess compliance with the case plan and provide support services; all other duties related to the Direct-Services provided to the client (includes all non-funded services).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: PS01

Program Management, Implementation, and Planning- Protective Services to Children, Adults, and Families

DEFINITION: Responsible for the management and oversight on the day-to-day operations and activities for protective services to children, adults, and families to include the development and administration of policies and procedures; and with the overall planning, organizing, and implementation of protective services and related activities at the Agency, Regional, or Central Office Level; Collect and compile Child Protection Services (CPS) data including the Child Abuse and Neglect Report (CAN). Establish and maintain recordkeeping systems.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: PS02

Technical Assistance and Consultation: Protective Services for Children, Adults, and Families

DEFINITION: Provides technical assistance, guidance and direction to 638-contracted and compacted programs, tribal governments, tribal community members, the BIA, and other local, state, or federal agencies in complying with program criteria, procedures, practices, and policies. Respond to inquiries from Tribal community members, Tribal leaders/ Tribal councils, other BIA agencies/ regions, and other local, state or federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: PS03

Collaboration: Participate in Multi-Agency Meeting/ Workgroups/ Task Forces related to Protective Services to Children, Adults, and Families

DEFINITION: Conduct and/or participate in regular or special meetings to coordinate service delivery on issues related to and regarding Child Protection and Child Welfare in Indian Country this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate and enhance service delivery with other tribal, local, state and federal agencies; Coordination with Law Enforcement and Indian Courts to provide services including but not limited to investigation and reporting on allegations of child

abuse and neglect, and abandonment; Coordinating with other community services including but not limited to groups, agencies, and facilities in the community for the evaluation of social condition that affect community well-being; Coordinate and organize MDTs/ Child Protection Teams (CPTs); Obtain input from teams on needs; Attend team meetings; and identify resources and networks with other agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: PS04

Provide Non-BIA Employee Training on Protective Services to Children, Adults, and Families

DEFINITION: Provide, and coordinate training sessions on protective services available to children, adults, and families for non-BIA employees, such as contractor employees, Tribal councils, Tribal employees, and local, state, or federal agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: PS05

Human Services/ ICWA (25 CFR §23.100-23.83)

Process ICWA Notices

DEFINITION: Within 15 days of Receipt of a Notice; Acknowledge, Process, Log, and Respond to ICWA Notice.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ICW1

Program Management, Implementation, and Planning- ICWA

DEFINITION: Produce, collect, and report social services to Regional or Central Office, as appropriate; Process waivers and request for service areas designations as requested.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ICW2

Program Review, Monitoring, and Oversight of ICWA Grants and Contracts

DEFINITION: Responsible for the coordination for the monitoring, review and evaluation of Title II grants with the Agency Contracting Officers and social service staff on an annual basis; Perform(s) annual program reviews to ensure compliance with applicable laws and regulations under the ICWA; Ensure expenditures are appropriate and recorded in accordance with program policies; Ensure required reports are submitted (this includes program reports, financial reports and the Annual ICWA Report).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ICW3

Technical Assistance for ICWA Inquiries

DEFINITION: Provides technical assistance, guidance and direction on the ICWA to 638-contracted and compacted programs, tribal governments, tribal community members, the BIA, and other local, state, or federal agencies in complying with program criteria, procedures, practices, and policies regarding implementation of the Indian Child Welfare Act. Respond to inquiries from Tribal community members, Tribal leaders/ Tribal councils, other BIA programs and other local, state and federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ICW4

Collaboration: Participate in Multi-Agency Meetings/ Workgroups/ Task Forces for ICWA

DEFINITION: Conduct and/or participate in regular or special meetings on issues related to the implementation of ICWA in Indian Country; this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate and improve the understanding and implementation of service delivery with other tribal, local, state and federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ICW5

Provide Non-BIA Employee Training on ICWA

DEFINITION: Provide, and coordinate training sessions on the administration of the Indian Child Welfare Act for non-BIA employees, such as contractor employees, tribal councils, tribal employees, federal, state, and local agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: ICW6

Human Services/ Individual Indian Money (IIM) Accounts (25 CFR PART 115)

Case Management- Supervised IIM Accounts

DEFINITION: Evaluate the needs of the account holder; Conduct a Social Services Assessment; Develop and submit to Office of Special Trustee (OST) a distribution plan; Review and approve the evaluation and the distribution plan; Monitor the implementation of the approved distribution plan;; review receipts for an account holder's expenses; and verify expenditures are made in accordance with the distribution plan; Monitor client progress to assess compliance with the case plan and provide support services; all other duties related to the Direct-Services provided to the client (includes all non-funded services).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM1

Program Management, Implementation, and Planning- Supervise & Manage IIM Account(s)

DEFINITION: Provides Agency, Regional or Central Office level direction for developing and maintaining a Trust Program for the administration of supervised Individual Indian Money (IIM) accounts for minors and adults who are non-compos mentis or otherwise in need of help in managing their affairs; Responsible for the oversight on the day-to-day operations and activities for IIM Activities to include the development and administration of policies and procedures; Establishes and maintains a relationship with the Office of the Special Trustee for the coordination of services to supervised IIM account holders; and with the overall planning, organizing, and implementation of IIM services and related activities at the Agency, Regional, or Central Office Level; Collect and compile data related to IIM Activities including the Financial Assistance and Social Service program Report; Establish and maintain recordkeeping systems; Supervise Regional or Agency staff on IIM related Activities; Authorize and recommend the disbursement of IIM funds.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM2

Conduct Annual Review(s) of Supervised IIM Account(s) (BIA Social Worker with MSW)

DEFINITION: Responsible for assuring all supervised IIM accounts are reviewed annually for compliance with established regulations, policies, and directives; Conducting annual review(s) of a supervised and active IIM Account(s) by verifying all receipts for disbursements made were collected; Review case worker report and notes; Review withdrawals and payments made; Verify account holder information; and all other activities associated with the Annual Review of a active or supervised IIM Account (does not include Travel Time).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM3

Travel to Conduct Annual Reviews of Supervised IIM Accounts

DEFINITION: Actual time spent traveling to and from Agency/Region to conduct Annual IIM Case Reviews. (This code does not include the Actual Time spent conducting Annual Review on Supervised IIM Accounts; see code IIM1).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM4

Technical Assistance

DEFINITION: Provide technical assistance, guidance and direction to 638-contracted and compacted programs, tribal governments, tribal community members, the BIA, and other local, state, or federal agencies in complying with program criteria, procedures, practices, and policies regarding the management and supervision of IIM Accounts. Respond to inquiries from Tribal community members, Tribal leaders/ councils, other BIA programs, and other local state, and federal agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM5

Collaboration: Participate in Multi-Agency Workgroups/ Task Forces related to IIM Accounts

DEFINITION: Conduct and/or participate in regular meetings on issues related to IIM in Indian Country; this may include but not limited to attending meetings, trainings, and participating in workgroups to coordinate service delivery with other tribal, local, state and federal agencies (including the Office of the Special Trustee (OST)).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM6

Provide Non-BIA Employee Training on Individual Indian Money (IIM) Accounts

DEFINITION: Provide and coordinate training sessions on the administration and delivery of services to supervised IIM Accounts for non-BIA Employees, including P.L. 93-638 tribes, Self-Governance Tribes, agency staff, contractor employees, tribal councils, tribal employees, federal, state, and local agencies; Does not include BIA employee competency training on social service activities; Time and expenses should be directed to the activities above.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: IIM7

Human Services/Other Human Services Specific Activities

Appeals Process

DEFINITION: Researching and responding to letters of request for an appeals hearing; coordinating and arranging the hearing date with the Superintendent or other designated representative and the client; issuing a written notice of hearing; drafting and issuing a written statement of the decision; and all other procedures related to the appeals process.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: OHS1

638-Contracts: Monitoring & Oversight

DEFINITION: Conducts/ participates in Regional program review and evaluation of P.L. 93-638 contract and compact applications and reapplications to ensure Welfare Assistance program(s) is operated in compliance with applicable laws and regulations; serves as the Awarding Official's Technical Representative (AOTR) to address all program matters pertinent to P.L. 93-638 Social Services Contracts; initiates and recommends changes in contract provisions which will serve the best interests of clients, tribal self-determination and the Federal government; Works in coordination with the Awarding Official, Agency, and P.L. 93-638 Tribe to close-out expired contracts; ensuring all required documentation and contract commitments have been fulfilled; develops guidelines for use in developing requests for proposals and in implementing Welfare Assistance Contracts under P.L. 93-638 by developing guidelines (i.e. standards for social workers, performance standards, development of goals and objectives, training needs, and guidelines for evaluating the progress of the contracts); Provides professional and technical advisement to the Regional P.L. 93-638 Awarding Official.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: OHS2

Self Determination

Contracts Closing

DEFINITION: Reconcile SF-269 and other Financials; inventory and reconcile property, recover property furnished or acquired with federal dollars over \$5,000 or sensitive property; prepare final program reports; and, prepare other closing documents; prepare for records shipment to archives; resolve audit.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z221

Pre-Award Processing

DEFINITION: Review proposal and send contract boilerplate/transmittal letter; Review contract proposal and resolution, award contract; Negotiate Annual Funding Agreement with tribes; AOTR/SAOTR identification; Identify available property; Verify existence of required management systems/policies at T/TO level; Negotiate startup and pre-award costs/SOW/deliverable; Receipt of authorized/valid Tribal resolution begins timeframe; Identify declination issues; CSF negotiations; Process appeal.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z222

Review/Administer/Monitor Contracts

DEFINITION: Complete contract modifications for contractors; Conduct negotiations; Review and make recommendations on new contracts and contract renewals; Negotiate monitoring schedule; Monitor services and reports spelled out in contracts; Closeout contracts; Resolve claims/audits; Handle Retrocessions and Reassumptions; Coordinate Reprogramming of Funds; Issue sanctions; Administration of High-Risk Tribes; Award CSF and direct funds; Process disputes; Conduct review for administrative and programmatic; Compile information from Bureau program staff; Submit report to T/TO; Meet with contractors as necessary to correct deficiencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: Z223

Tribal Government

Review/Approve Tribal Organic Documents as Required by Federal or Tribal Law

DEFINITION: Review and approve new, amended, or revised tribal constitutions as required by federal or tribal law. Provide assistance, authorize and conduct secretarial elections. Receive, review, and approve petitions for special (Secretarial) elections.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V421

Develop, Review and Maintain Bureau Trust Policies, Trust Records, and the Management of Trust Fund Assets

DEFINITION: Initiate establishment of tribal trust accounts, review and approve tribal budgets, review and approve tribal trust fund drawdown requests, review and approve tribal judgment fund use and distribution plans. Develop Secretarial payment roll for the distribution of trust fund assets. Handle requests for litigation and appropriated funds for attorney fees.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V422

Provide Services to Individual Indians Who Claim Rights and Benefits Authorized Under Federal and Tribal Law

DEFINITION: Process applications for Certificates of Degree of Indian Blood (CDIB) and BIA Form 4432 - Indian Preference in Employment. Respond to Indian Child Welfare Act inquiries, review tribal enrollment appeals, requests for Indian blood degree changes, certify enrollment for Eagle Feather permits, issue ID cards to individuals eligible to exercise off-reservation treaty rights, review and approve commercial fishing licenses, review and approve applications to share in judgment fund per capita distributions to tribal lineal descendants. Respond to general inquiries regarding sovereignty and Indian ancestry, etc. Respond to Congressional inquiries.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V423

Maintain Accountable G2G Relationship with Federally Recognized Indian Tribes

DEFINITION: Review Tribal/Federal law; Determine Tribal Officials with whom we maintain a government-to-government relationship. Publish Federal entities list and Indian Population and Labor Force Report, Maintain tribal leader's directory.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V424

BR/OSA, Review/Provide Comments and Implement New/Proposed Legislation/Regulations

DEFINITION: Review/Comment on new/proposed legislation; Assess impact on tribes/Bureau; Disseminate information for implementation of newly enacted legislation/regulations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V425

Provide Technical Assistance to Help Strengthen Tribal Governments

DEFINITION: Establish and support tribal courts and CFR courts. Maintain IRMS and People System. Provide assistance to newly recognized tribes. Develop and update policies, regulations and guidelines and tribal profiles concerning tribal enrollment systems, tribal governing documents, and tribal court systems.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V426

Review, Approve and Maintain Tribal Enactments and Other Documents as Required by Tribal or Federal Law

DEFINITION: Review and approve tribal ordinances, tribal resolutions, liquor ordinances, federal charters, tribal membership rolls, attorney contracts, and attorney fee and expense vouchers. Maintain tribal ordinances, resolutions and tribal codes.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V427

Justice Services

Corrections

Conduct Release

DEFINITION: Time recordation for release; Return of property; Provide release instructions; Coordination of release to parents or guardians; Verification of legitimate warrant detainer; Transportation to release location or appropriate authority.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T561

Cooks - Cleaning

DEFINITION: The actual serving of food to inmates.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T570

Cooks - Meal Service

DEFINITION: All necessary clean up and sanitation of kitchen area.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T571

Attend/Testify in Court

DEFINITION: Correction Officers subpoenaed must appear in court.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T572

Provide Prisoner Transport

DEFINITION: Taking prisoners to the nearest local correctional facility due to overcrowding, to medical facilities when necessary, or to court to face trial.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T573

Review and Address Corrective Action Plan

DEFINITION: Respond to individual corrective action plans developed based upon IG or IA reviews.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T574

Manage Detention Contracts

DEFINITION: Review and monitor P.L. 93-638 contracts in place for detention services.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T575

Perform Detention Facility and Office Site Visits

DEFINITION: On-site reviews and visits to field offices or detention facilities to ensure the effectiveness of operations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T576

Conduct Admissions

DEFINITION: Determination of legal custody; physical search of subjects and property; pre-admissions screening; conduct property management; crisis intervention; inmate orientation; identification processing.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T562

Maintain Custody

DEFINITION: Ensure the safe, proper and humane custody of offenders; Provide transports to medical facilities, courts, etc; Ensure conditions of confinement are sanitary; Provide/coordinate food services; Provide inmate programs; Administrative discipline; Provide protective services within custody; Ensure compliance with facility rules; Routine and probable cause searches of individuals and the facility; Perform inmate observation/counts; Schedule appointments for inmates; Outreach programs.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T563

Oversee and Monitor Contracts for Detention Services

DEFINITION: Ensure Detention Services which are contracted are in accordance with BIA policies and procedures; Ensure Detention Services are operated in accordance with BIA standards.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T564

Ensure Staff Safety and Well-being

DEFINITION: Provide for the proper training to determine proper staffing level; respond to IG recommendations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T565

Certify Officers

DEFINITION: Ensure that all corrections officers are certified within prescribed time limits.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T566

Report Writing

DEFINITION: The development of monthly or serious incidence reports.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T580

Cooks - Meal Planning

DEFINITION: Development of menus for the week/month based upon supply availability and nutritional value.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T568

Cooks - Food Preparation and Cooking

DEFINITION: The actual preparing and cooking of food for facilities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T569

Drug Enforcement

Perform Drug Investigation

DEFINITION: Systematically search, inquire, and review evidence to ascertain the facts related to a drug case/crime.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T066

Perform Drug Related Arrests

DEFINITION: Secure physical custody of suspect in drug related crimes; Transport to detention facilities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T067

Drug Awareness Activities

DEFINITION: Provide/Receive Specialized Drug Investigation Training; Provide/Receive On the Job Drug Training; Provide Community Drug Prevention Presentations; Conduct Community Drug Prevention Activities; Attend Prevention Strategy Sessions

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T068

Perform Drug Incident Inquiries

DEFINITION: Seek information by questioning or interrogation based upon a report of a drug related occurrence or event.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8081

Perform Law Enforcement Research for Drug Purposes

DEFINITION: Utilizing a systematic approach to review, discover or revise the facts related to a drug case/crime.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8082

Participate in Multi-Agency/Jurisdictional Drug Task Forces

DEFINITION: Working on a taskforce that has a link to Indian Country to address drug crime. This may include but not limited to attending meetings, trainings, and participating in approved operations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8083

Assist Other Law/Drug Enforcement Agencies/Mutual Aid

DEFINITION: Providing requested Law Enforcement assistance while in the performance of regular duties or intercepting a drug crime from being committed as entailed in the BIA Law Enforcement Handbook.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8084

Drug Evidence Handling

DEFINITION: Coordinate evidence reports; Forward documents to appropriate locations; Prepare evidence submission package in required format as they relate to drug cases/crimes.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8085

Process Confidential Assistance Funds (CAF)

DEFINITION: Process requests and vouchers; Receive and disseminate funding, Reconcile accounts to carry out drug operations; Reconcile accounts.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 8086

Collection of Evidence for Drug Crimes

DEFINITION: Conduct Interviews and Interrogations; Process Crime Scene; Conduct Search and Seizure; Conduct Surveillance; Development of informants; collection of evidence; Use of technical equipment; Use of confidential assistance funds; Financial Audits; Evidence Processing; Perform interdiction and eradication operations; Containment of crime scene for environmental safety and evidence preservation as related to drug crimes.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8087

Participate in Judicial Functions for Drug Related Offenses

DEFINITION: Provide Court Testimony; Service of Criminal Process including subpoenas and warrants; Victim/witness coordination; Participate in pre-trial conferences; testify in grand jury, testify in pretrial hearings as related to drug offenses.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 8088

Indian Police Academy

Provide Basic Training

DEFINITION: Provide basic training in law enforcement for police, corrections, telecommunications, criminal investigations, and law enforcement assistants.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U861

Provide Advanced Training

DEFINITION: Provide advanced training in law enforcement for police, corrections, telecommunications, criminal investigations, and law enforcement assistants (e.g.; driver instructor, firearms proficiency, law enforcement instructors program, Physical Efficiency Battery, Supervisory Enforcement Officers Training); Provide advanced outreach programs.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U862

Provide Specialty Training

DEFINITION: Provide specialty training in law enforcement for police, corrections, telecommunications, criminal investigations, and law enforcement assistants (e.g.; partnerships with FBI on forensic interviewing, CSI, hostage negotiations, critical incident, chief of police in-service, criminal investigator in-service, Criminal Jurisdiction Indian Country); Provide specialty outreach programs.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U863

Monitor Student Disqualification Standards

DEFINITION: Monitor medical records of trainees; Monitor non-training days due to injury; Determine qualification to continue training and disqualify if necessary; Process academic disqualification; Process disqualification due to misconduct.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U864

Law Enforcement Services

Perform Emergency Operations

DEFINITION: Evacuations due to natural or man-made disasters, toxins, injury or death, etc; to appropriate locations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T361

Liaison with Other Federal/State/Local Government Entities

DEFINITION: Attending monthly Law Enforcement meetings with Tribal, City, County, and State police agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T481

Perform Investigation

DEFINITION: Systematically search, inquire, and review evidence to ascertain the facts related to a criminal case/crime.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T482

Perform Incident Inquiries

DEFINITION: Seek information by questioning or interrogation based upon report of a suspicious or illegal occurrence or event.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T483

Perform Law Enforcement Research

DEFINITION: Utilizing a systematic approach to address various elements of the criminal justice system to assist in improving a service render.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T484

Participate in Multi-Agency/Jurisdictional Task Forces

DEFINITION: Working on a taskforce that has a link to Indian Country to address crime. This may include but not limited to attending meetings, trainings, and participating in approved operations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T485

Assist Other Law Enforcement Agencies/Mutual Aid

DEFINITION: Providing requested Law Enforcement assistance while in the performance of regular duties or intercepting a crime from being committed as entailed in the BIA Law Enforcement Handbook.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T086

Conduct Local and Federal Background Requests

DEFINITION: Upon approval conduct an investigation upon a subject which may consist of performing a personal financial history review, criminal history, and personal reference interviews.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T489

Provide for Prisoner Transport

DEFINITION: Taking subjects to a local correctional facility for processing after arrest until the court of jurisdiction adjudicates their matter.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T490

Evidence Handling

DEFINITION: Coordinate evidence reports; Forward documents to appropriate locations; Prepare evidence submission package in required format.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T161

Process Confidential Assistance Funds (CAF)

DEFINITION: Process requests and vouchers; Receive and disseminate funding, Reconcile accounts.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6061

Process Payments

DEFINITION: Process payments on office supplies and monthly service charges, detention facility supplies purchases exceed \$2,500 (such as cell phones, ammunition, food, copy supplies, clearances and badges).

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6062

Perform Patrol Duties

DEFINITION: Providing public security including special events and high-visibility patrolling; Responding to violations; Emergency first responder; Traffic enforcement; School Resource officer duties; Community policing (Development of partnerships with community); Secure crime scene; Secure physical custody of suspect; Track non-enforcement activities and arrest warrant files.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T061

Perform Arrests

DEFINITION: Secure physical custody of suspect; Transport to detention facilities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T062

Collection of Evidence

DEFINITION: Conduct Interviews and Interrogations; Process Crime Scene; Conduct Search and Seizure; Conduct Surveillance; Development of informants; collection of evidence; Use of technical equipment; Use of confidential assistance funds; Financial Audits; Evidence Processing; Perform interdiction and eradication operations; Containment of crime scene for environmental safety and evidence preservation.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T162

Participate in Judicial Functions

DEFINITION: Provide Court Testimony; Service of Criminal Process including subpoenas and warrants; Victim/witness coordination; Participate in pre-trial conferences; testify in grand jury, testify in pretrial hearings.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T163

Perform Dispatch

DEFINITION: Transmit and receive radio/telephone/walk-in traffic; Determine officer response/prioritization of calls and assignments; Emergency medical dispatch; Operate paging systems and computer-aided dispatch; Monitor logs of incidents; Network between agencies and other responders; Monitor/query/enter information into National Crime Information Center (NCIC), Criminal Justice Information Service (CJIS), National Law Enforcement Telecommunications System (NLETS), and other emergency services providers.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T464

Issuance and Oversight of ARPA Permits

DEFINITION: Inherent in the activity

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: E0N2

Investigation and Prosecution of ARPA Violations

DEFINITION: Inherent in the activity

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: E0N3

Professional Standards

Perform Detention Program Inspections

DEFINITION: Conduct inspections on physical facilities, programs, and inmate conditions of confinement; Provide recommendations for improvement to program managers, Develop final report of findings with corrective action plans and follow-up as appropriate.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T567

Conduct Administrative Inquiries

DEFINITION: Conduct administrative inquiries regarding allegations of employee misconduct; Track and report incidences of alleged misconduct to DOI or Internal Affairs; Investigate allegations of misconduct; Document findings; Sustain or exonerate allegations made; Notify appropriate parties of findings.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: T164

Perform Police/Criminal Investigations Program Inspections

DEFINITION: Conduct investigations on physical facilities and compliance with police/criminal investigation program standards; provide recommendations for improvement to program managers, develop final report of findings with corrective action plans and follow-up as appropriate.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T063

Collection of Evidence

DEFINITION: Conduct Interviews; Conduct Search; Conduct Surveillance; Collection of evidence; Use of technical equipment; Evidence Processing.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T064

Report Writing

DEFINITION: Case completion reports; case file review reports; investigation reports; inspection reports

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T065

Program Administration

Develop, Revise and Implement Policies & Procedures

DEFINITION: Draft, consult and finalize new or updated policies and procedures for program implementation.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6667

Managing Contracts/Grants - i.e.: Food, Janitorial, Etc.

DEFINITION: Review and monitor contracts in place for food and other miscellaneous services.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6605

Perform Vehicle Maintenance/Services

DEFINITION: Taking government vehicles for regularly scheduled preventative maintenance. Taking government vehicles for service when unexpected problems arise.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T087

Perform Equipment Maintenance

DEFINITION: Performing regular preventative maintenance for all government law enforcement equipment, i.e., guns, handcuffs, etc.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T088

Firearm Certification

DEFINITION: All officers who are authorized to carry must obtain certification/qualification of firearms on a regular basis

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6607

Health & Fitness

DEFINITION: Health and fitness activities such as personal or gym workouts which are authorized for sworn officers.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6608

Program Management

Handle External Communications

DEFINITION: Respond to media inquiries; Issue Public Service Announcements; issue press releases; advertise/market vacancies including career days, job fairs, PR booths.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T465

Develop and Revise Standards

DEFINITION: Perform impact analysis of standards on organization; create standards; disseminate standards; revise standards.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T466

Perform Strategic Planning

DEFINITION: Develop/evaluate goals, sub-goals, objectives, and action plans to attain goals; develop performance plans; assess performance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T467

Perform Payroll Services

DEFINITION: Timesheet processing including collection, input, modification, and verification; Encode into Federal Personnel/Payroll System (FPPS); Verify and adjust source of funding; Verify leave/earnings records; Provide timesheet training.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6063

Process FOIA Responses

DEFINITION: Respond to Freedom of Information Act (FOIA) requests by maintaining a log of all incoming/outgoing requests, preparing and sending initial letters of receipt, researching information requested, retrieving all related documentation, redacting privacy information from material collected, routing for appropriate legal review when necessary, preparing standard letters of response, preparing close out documentation, and submitting closure packages to the FOIA office.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 6064

Tribal Justice

Technical Support CFR Courts

DEFINITION: For CFR Courts: locate and select individuals for magistrate positions; Submit to HR/Initiate Hiring for legal staff; Initiate background checks; Appoint Judges/Magistrates; Establish CFR and Appellate Courts. For Tribal Courts: conduct telephone, in-office and onsite visits and provide counseling, guidance and any other assistance requested by the court to assist in ensuring efficient operations.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: 6921

Conduct Tribal Court Reviews

DEFINITION: Conduct reviews of Tribal Court system including [CFR Courts] as negotiated with the Tribal Government, Tribal court, and local BIA representatives; Reviews will identify strengths and weaknesses relative to functions for which Federal funds are allocated; Make recommendations to correct deficiencies; Assist in development of corrective action plan; Establish accurate data collection for Government Performance and Results Act (GPRA)/Program Assessment Rating Tool (PART).

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: 6922

Roads Construction

Construction Engineering

Construction Monitoring

DEFINITION: Construction engineering; Quality assurance; Audits of construction quantities; QA Testing; Compliance with labor rates, OSHA, etc.; Coordination with other agencies; Periodic and final inspection; Project close-out; Contract administration.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F71

Highway Construction

Grade and Drain

DEFINITION: Clearing and grubbing; Roadway construction; All drainage structures and appurtenances; Soil stabilization.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F72

Gravel

DEFINITION: Aggregate bases; Aggregate surfacing.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F73

Pavement

DEFINITION: Prime coat; Tack coats; Plant mix bituminous pavements; Aggregates and oils – seal coats; Concrete pavements.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F74

Bridges / Structures

DEFINITION: Construction of bridges (super-structure, sub-structure).

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F75

Incidental Construction

DEFINITION: Mobilization; Erosion control measures; Rip-Rap; Removals; Construction surveying and staking; Inspection (QC); Materials testing (QC); Guardrail; Permanent and temporary traffic control and devices; Striping; Signage; Concrete barriers; Obstruction removal; Pavement removal; Sidewalks, curb &

gutter; Fencing; Pedestrian gates and lighting; Landscaping; Structural concrete; Traffic signals; Utility adjustments or relocation; Boardwalk construction; Installation of cattle guard.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F76

Preliminary Engineering

Project Planning

DEFINITION: Long Range Transportation Plans; Development of Tribal Transportation Improvement Programs (TTIP); Approval of TTIP; Coordination with Tribal Governments & State/local; Scoping meetings on projects; Public hearings, outreach meetings; Developing preliminary estimates/cost for budget purposes; Development of the Agreement; Feasibility studies; Project scoping; Transportation facility inventories; Average Daily Traffic (ADT) and other traffic studies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F77

Surveys

DEFINITION: Contacting landowners regarding permission to survey; Establishing horizontal/vertical control and alignments for projects; GPS; Aerial photography; Establish transportation corridors; Development of contour maps; Performing land surveys.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F78

Design

DEFINITION: Engineering analysis and design of transportation facility features; Hydraulic analyses; Hydrology studies; Geotechnical studies for subsurface design requirements; preparation of engineering plans; Development of engineering estimates and specifications; Sedimentation and erosion analysis; Utility identification, adjustments and agreements; Define traffic control requirements; Traffic analysis; Structural analysis; Preparation and approval of PS&E packages; Preliminary and final plan reviews.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F79

Perform Environmental and Biological Assessments

DEFINITION: Compliance with NEPA; Development of environmental and biological assessments; Obtain permits for storm water drainage; Evaluate construction runoff; Determine erosion control and revegetation requirements; Attain Clean Water Act permits (i.e.; 401, 402, 404); Attain all other applicable permits; Mitigation development; Consultation and coordination with outside agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F7A

Cultural Resource Inventory and Compliance (Archeology)

DEFINITION: Complete section 106 compliance mitigation (which includes initial cultural resource inventory survey); Field clearance, testing and data recovery; Compliance mitigation of site(s), and implementation of mitigation measures; Consultation and coordination with other agencies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F7B

Attain Rights-of-Way

DEFINITION: Right of Way map/plat development; Legal engineering description; resurvey; Utility relocation; Easement application and coordination; Grant application; Title reports; Approvals; Waivers; Fees; Land acquisition and condemnation activities; Appraisals; Land consent.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F7C

Program Management and Oversight

RNF Fund

DEFINITION: Notifying tribes of available funding.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6071

Provide Emergency Relief for Federally Owned Roads (ERFO)

DEFINITION: Inherent in the activity

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V372

Provide Support for High Priority Projects

DEFINITION: Participate in projects that have funds designated high priority to Tribes.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V373

Bridge Inventory

DEFINITION: Reviewing and processing IRR bridge inspection reports and information.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5Z71

Roads Inventory

DEFINITION: Designating IRR System roads; Maintenance & Reviewing IRR Atlas maps; Maintenance & Reviewing and approving IRR Inventory data.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5N71

Program Review/Oversight

DEFINITION: Participating in IRR Program, process, and product reviews.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives
ABC QUICKTIME CODE: 5F7D

Technical Assistance (NC)

DEFINITION: Providing technical assistance to tribes/tribal organizations/agencies; Participating in BIA/tribal training development highway safety, work zone safety, etc; Providing technical assistance.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: PEO 4

ABC QUICKTIME CODE: Z571

Tribal Consultation

DEFINITION: Consulting with tribal governments on non-project related program issues.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: PEO 4

ABC QUICKTIME CODE: Z572

Equipment Procurement and Management

DEFINITION: GSA vehicles; Office equipment; Equipment purchase (non-capitalized); Communications; ADP support; ADP equipment.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F7E

Intergovernmental Coordination

DEFINITION: Developing/revising interagency agreements; Participating in Indian transportation association meetings; Participating in special workgroups, task forces, and meetings as requested by tribes and BIA region/agency personnel; Coordinating with tribal/State/regional/local government.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V371

Transportation Planning

DEFINITION: Reviewing IRR long-range transportation plans developed by tribes or other contractors; Performing other Federal responsibilities identified in the IRR Transportation Planning Procedures and Guidelines manual.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5F7F

Roads Maintenance

Administration

Maintenance Oversight/QA

DEFINITION: Monitoring and evaluating maintenance activities to determine the level of maintenance being performed; Field Inspections; Tracking expenditures; Contract and grant administration.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V381

Plan, Report, and Manage Road Administration Functions

DEFINITION: Develop an annual work plan; Identify critical maintenance needs; Schedule crews; Schedule equipment maintenance, replacement, and purchase; Funding distribution; coordinate training; Verifying required employee certifications; Field data acquisition and preparation of required maintenance reports (i.e. Deferred maintenance report; Annual work accomplishment report, Management systems report, etc.); Respond to requests for information on tort claims; Responding to congressional inquiries; Coordinating activities with other agencies; Verification of rights of ways; Maintaining Databases; Procurement of maintenance supplies and materials; Public Information and Education; Participation in PS&E review and final construction inspections; Permit processing; Keeping current on rules and regulations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V382

Emergency Maintenance

Provide Emergency Maintenance

DEFINITION: Temporary emergency repairs; Traffic control due to emergencies; Respond to declared emergency (snow, drought, wildfire, washout, etc) and request emergency funding as needed; Coordinate with FEMA/FHWA/ERFO (Emergency Relief for Federally Owned Roads) and other government agencies; Slide repair.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5N81

Routine Maintenance

Provide Equipment and Facility Maintenance

DEFINITION: Inspect/Replace equipment; Periodic routine maintenance and repair; Order parts and supplies; Comply with EPA and OSHA requirements; Yard and facility clean up; Maintain equipment maintenance records; Dispose of excess or salvage equipment; Major repairs; Material storage.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5H81

Bridge Maintenance

DEFINITION: Bridge railing, Guard rail repair/replacement; Channel maintenance; Tree and vegetation removal; Clean/Repair/Replace bridge decks; Signage replace/repair; Clean deck drains/gutter; Routine inspection; Bank stabilization; Repair/Replace joint material; Sub-structure repairs; Painting; Bridge approach repairs.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5Z81

Paved Road Maintenance

DEFINITION: Various sealing operations (pavement, surface, crack, etc); Pothole patching; Striping and signing; Guardrail, Fence, Cattle guard maintenance; Drainage structure maintenance; Shoulder and ditch maintenance; Overlay; Delineator maintenance; Vegetation control; Temporary/Permanent traffic control; Signal/Street lighting maintenance; Sidewalk, Curb and gutter maintenance; Erosion control, Pavement sweeping; Road kill/Litter removal/disposal; Environmental/Archaeological compliance; Sand removal; Boulder removal; Sinkhole repair; Drainage installation; Sub-grade/Base repairs.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5N82

Earth Road Maintenance

DEFINITION: Grading of roads and shoulders; Signing; Guardrail, Fence, Cattle guard maintenance; Drainage structure maintenance; Shoulder and ditch maintenance; Delineator maintenance; Vegetation control; Stabilization and dust control; Temporary/Permanent traffic control; Signal/Street lighting maintenance; Erosion control, Road kill/Litter removal/disposal; Environmental/Archaeological compliance; Sand removal; Boulder removal; Sinkhole repair; Drainage installation.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5N83

Gravel Road Maintenance

DEFINITION: Grading of roads and shoulders; Signing; Guardrail, Fence, Cattle guard maintenance; Drainage structure maintenance; Shoulder and ditch maintenance; Delineator maintenance; Vegetation control; Stabilization and dust control; Temporary/Permanent traffic control; Signal/Street lighting maintenance; Erosion control, Road kill/Litter removal/disposal; Environmental/Archaeological compliance; Sand removal; Gravel surface repairs; Boulder removal; Sinkhole repair; Drainage installation.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5N84

Other Transportation Facility Maintenance

DEFINITION: Airstrip, heliport pad, bike path, pedestrian path, public parking areas, transit facilities, rest areas, ferryboat facilities, etc.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5H82

Other Non-Transportation Facility Activities

DEFINITION: HAZMAT, first-responder, Level B/C response team; Maintain/Update safety and emergency preparedness plans.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5H83

Snow and Ice Control

Provide Snow and Ice Control

DEFINITION: Winter preparation (sand, salt, fences); Plowing, sanding and removal; Monitor weather conditions; Prepare snow removal plan.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4D81

Safety and Risk Management

Safety and Risk Management

Occupational Safety and Health

DEFINITION: Inherent in the activity

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3HM1

Code Compliance

DEFINITION: Inherent in the activity

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3HM2

Risk Management

DEFINITION: Inherent in the activity

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3HM3

Workers' Compensation (OWCP)

DEFINITION: Inherent in the activity

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 61M1

Driver Record Checks

DEFINITION: Inherent in the activity

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3HM4

General Administrative

DEFINITION: Inherent in the activity

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3HM5

Support and Other Activities

Support and Other Activities

Attend/Host Program Specific Meetings

DEFINITION: Either go to or coordinate a meeting to address specific interests related to your program. Meetings tied to a Program but covers multiple disciplines and cannot be associated for a particular function or output.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6603

Provide/Receive Program Specific Training

DEFINITION: Provide or attend all necessary training classes for proper certification as required by the position hired for. Providing or attending formal training, seminars and other similar events specific to the program but cannot be linked to a specific function. Includes Real Estate Regional Meetings, TAAMS training, etc. This would include travel associated for the training/meeting.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 6606

Perform Human Resource Services and Support

DEFINITION: Includes tasks performed to support the updating of an organization's personnel records as collateral duties; Examples of tasks include processing SF-50s, SF-52s, time and attendance input, promotion, reassignment documentation, performance appraisals, etc; This activity applies to all offices/branches other than the personnel branch.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 61Z1

Maintain IT Systems/Databases

DEFINITION: Perform routine PC hardware and software maintenance. Includes all tasks performed in support of the acquisition, maintenance, or development of all hardware, software, and IT systems administration. This activity applies to all offices/branch other than the OCIO.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 82Z1

Perform Historical Trust Accounting

DEFINITION: Activity includes all costs associated with performing the historical accounting of the Individual Indian Money (IIM) litigation to include: perform reconciliation to identify or reclassify funds that were improperly held in special deposit accounts and distribute monies to proper IIM accounts, tribes, or private entities; perform reconciliation of Judgment and Per Capita IIM accounts.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: M6Z1

Perform Tribal Trust Litigation

DEFINITION: Activity includes all costs associated with performing the tasks associated with Tribal Trust Litigation Accounting Claims. Duties include participation in data calls, discovery requests, participating as a witness or subject matter expert, and searching for documents and litigation related materials.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: M6Z2

Perform Individual Indian Money Account Litigation

DEFINITION: Activity includes all costs associated with performing the historical accounting of the Individual Indian Money (IIM) as part of Cobell litigation to include: participation in data calls, discovery requests, participating as a witness or subject matter expert and searching for documents and litigation related materials. Respond to Congressional inquiries; compile statistical data reports; and print and file e-mail messages related to 1)Cobell v Norton litigation, 2) American Indian trust reform activities, 3) Administration of IIM Accounts.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: M6Z3

Provide Natural Disaster Relief

DEFINITION: This includes any activity involved in the relief efforts in the event of a natural disaster. This includes but is not limited to hurricane, earthquake, blizzard, or tornado emergency response and recovery.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: T3Z1

Provide Technical Assistance

DEFINITION: Respond to inquiries from the Bureau, other Federal Agencies, and Tribes for technical assistance and provide guidance/advice and make recommendations in complying with program criteria, procedures, practices, and policies.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: V4Z1

Perform GIS Activities

DEFINITION: Activity includes work associated with GIS activities for those individuals not specifically GIS experts or technical specialists or those individuals not reporting under Land and Water.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 02Z1

Perform Budgeting Support and Services

DEFINITION: Includes all tasks associated with an organization's budget development, formulation and execution; Tasks include analysis, preparation, submission and monitoring of budget data; This activity applies to all offices/branch other than the budget branch/office.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 60Z1

Attend Non-Program Specific Meetings/Functions

DEFINITION: Meetings held for general informational purposes, such as staff meetings, all-hands briefings, etc; Excludes normal production discussions and meetings coordinating specific activities of the organization; (Include that time in the specific activity). Also includes lunches/picnics.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 66Z1

Provide General Administrative Support

DEFINITION: Includes general administrative actions such as, requisitioning, postal functions; acquiring printing services; minor property management, reception, handling correspondences, etc; All non-labor costs that are associated with providing support directly to a program activity should be applied to those activities that incurred the expense.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 66Z2

Implement Bureau-Wide and DOI Initiatives

DEFINITION: Includes the development of and participation in bureau-wide initiatives; This includes special emphasis programs, Strategic Planning, BIA special projects, etc.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 68Z1

Provide/Receive Non-Program Specific Training

DEFINITION: Providing or attending formal training, seminars and other similar events not specific to the program; Includes annual training requirements such as, EEO, Cultural Diversity Awareness, general computer competency, manager training classes, etc. Education on current federal laws and regulations, pronouncements.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 66Z3

Perform Non-Bureau Specific Duties

DEFINITION: Serving on boards, councils, committees, etc., and other designated responsibilities not directly related to the position; Generally appointed in writing or on orders; If working within another program area, assign time to that program area; Examples of these duties include Combined Federal Campaign (CFC), disaster evacuation team/coordinator, continuity of operations coordinator, etc.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 66Z4

Respond to Administrative Data Requests

DEFINITION: Preparing and completing data requests unrelated to the activities identified by your organization; Examples include Congressional inquiries, IG inspections, and audits; Do not include data calls associated with performing the program-related activities. FOIA Requests and Solicitor's Office Requests.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 66Z5

Maintain Files

DEFINITION: Actions involved in storing and receiving organizational files, either through manual or automated means and systems. This activity applies to all offices/branch other than the records management branch/office.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 65Z1

Perform Work for DOI, Other Bureaus and Other Entities

DEFINITION: Work performed for other entities that cannot be attributed to any BIA activity, e.g., DOI, Bureau of Land Management, Bureau of Reclamation, Mineral Mining Services, Fish and Wildlife Services, National Park Service, U.S. Geological Survey, National Business Center, Office of Hearing and Appeals, Office of Special Trustee, Office of Surface Mining, State and Local Governments.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 66Z6

Compile/Review Labor Force Reports

DEFINITION: Collect and process tribal Indian Population & Labor force reports; Transfer data into program database; consolidate same for inclusion in National report.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: U921

Web and IACT Content Management

DEFINITION: Applies to all officers/branches other than OCIO. Collect, create, or edit new document and graphic media for BIA web pages and Indian Affairs Collaboration Tool (IACT). Check, develop, or edit metadata content. Create appropriate presentation, uploading new or editing existing page content.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: U922

Trust Services/Forestry and Wildland Fire Management

Forestry

Support Forest Management Planning

DEFINITION: Activities for oversight of contractor; Meetings, and questionnaires; Prepare/review/revise Forest Management Plan and all supporting activities; NEPA compliance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: G641

Conduct Forest/Woodlands Inventory

DEFINITION: Conduct field inventory; analyze inventory data; activities for oversight of contractor; Acquisition of remote sensing; Timberstand stratification.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 1H41

Ensure Forest/Land Protection

DEFINITION: Insect and disease prevention/detection/treatment; Trespass prevention; Trespass investigations; Prepare trespass report; Trespass case settlement; NEPA compliance; Conduct trespass rehabilitation activities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 7L41

Plan and Support Forest Development Activities

DEFINITION: Reforestation, pre-commercial thinning and other timberstand improvement and all other supporting activities; NEPA compliance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 7L42

Administer Forest Product Sale/Permit

DEFINITION: Oversight of contractors; Collection and distribution of funds; Field inspections/compliance; Generate reports; Bidding and award contract; Administer forest management deductions.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: G141

Contract Sale/Permit Preparation for Forest Products

DEFINITION: Obtain owner consent; Sale layout; Timber cruise; Appraisal; Contract/Permit preparation; Advertisement of products; NEPA compliance; Prepare Forest Officer's Report.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: G142

Develop Forest Resource Asset Stewardship Plans

DEFINITION: Map and digitize allotment parcels; Conduct inventory and classify forest resource assets; Perform analysis (including valuation if necessary) of forest resource assets; Completed forest resource asset Stewardship Plan.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1X45

Wildland Fire Management

Wildland Fire Management Programmatic Planning

DEFINITION: NEPA compliance; Fire program analysis; Activities for oversight of contractor; Meetings and questionnaires; Prepare/ review/revise Wildland Fire Management Plan, Fuels Management Plan, Prevention Plan, Aviation Management Plan, Mobilization Plan, and Stabilization Plan.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 3741

Rehabilitate Lands Damaged by Wildland Fire

DEFINITION: Includes labor and other costs associated with the rehabilitation of burned areas and damage caused by wildfires. Emergency rehabilitation costs for any one fire shall not exceed three years or two full growing seasons to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E41

Develop Forest Resource Asset Stewardship Plans

DEFINITION: Map and digitize allotment parcels; Conduct inventory and classify forest resource assets; Perform risk analysis (including physical assets) of forest resource assets; Complete forest resource Protection Plan.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1X47

Monitor And Evaluate Fuels Reduction and Post Fire Rehabilitation Treatments

DEFINITION: Fuels treatments include chemical, mechanical, vegetation seeding or re-vegetation treatments, prescribed fires, wildland fire for resource benefit or a combination of these treatments.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: A041

Preparing for Wildland Fire Suppression

DEFINITION: Program Oversight/Readiness reviews; Contracting for all necessary equipment; Develop mutual aid agreements; Recruitment and training of human resources; Infrastructure maintenance; Database management; Education and prevention.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 8Q41

Suppression of Wildland Fires

DEFINITION: Detection; Mobilization; Initial attack; Extended attack; Large fire support; Prepare fire reports; Replace/Refurbishing equipment and supplies; Processing payments; Inter-agency/severity; Fire trespass/investigation.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 8T41

Reduce Hazardous Fuels - (Non-WUI)

DEFINITION: Treatments to reduce the buildup of hazardous fuels outside the wildland urban interface to support land/resource management plan goals and objectives to restore or maintain healthy forests and rangelands using prescribed fire, manual or mechanical methods. Mechanical treatments include hand or mechanical thinning, pruning, crushing, chopping, lop and scatter, piling, brush cutting, chipping, etc. to reduce wildland fuels hazards. Other fuels reduction treatments (WUI) are specific fuels treatments undertaken using chemical or biological agents with the defined objective of mitigating the risk to a community for wildland fire on federal lands. Each project is undertaken within the guidance outlined in a project specific plan compliant with all applicable Federal, Tribal, State, and local law.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 7F41

Reduce Hazardous Fuels - (WUI)

DEFINITION: Treatments to reduce the buildup of hazardous fuels in the wildland urban interface to provide for firefighter and public safety and support land/resource management plan goals and objectives using prescribed fire, manual or mechanical methods. Mechanical treatments include hand or mechanical thinning, pruning, crushing, chopping, lop and scatter, piling, brush cutting, chipping, etc. to reduce wildland fuels hazards.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 8U41

Stabilize Burned Areas

DEFINITION: Planned actions within one year of a wildland fire to stabilize and prevent unacceptable degradation of natural and cultural resources, to minimize threats to life or property resulting from the effects of a fire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: 7D41

Trust Services/Irrigation, Power, and Safety of Dams

Irrigation

Conduct Surveys and Investigations

DEFINITION: Conduct site surveys; Prepare reports; Project construction planning/design; Review action plan; Soils investigations.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 2241

Operation Maintenance and Rehabilitation

DEFINITION: Establish OM&R rates; OM&R billing and collections; Schedule water deliveries; Prioritize OM&R schedule; Perform OM&R and deliver water; NEPA compliance; Consult with Tribes and Water Users.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 2242

Consult with Tribes and Water Users

DEFINITION: Schedule quarterly/annual meetings; Review/Prioritize budgets/OM&R and action plans.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 2243

Power

Service/Maintain/Read Meters

DEFINITION: Read meters; Enter data into handheld; Upload information; Quality/Quantity Assurance; Connect/Disconnect meters; Monitor meter tampering/theft; Check for accuracy/multipliers; Make meter repairs; Annual meter checks/inspections.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4T41

Perform Maintenance

DEFINITION: Perform Line maintenance; Substation Maintenance; Perform Dam and Generation maintenance.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4T42

Perform Design and Construction

DEFINITION: In-house design of new lines, substations, and various other facilities; Construction in Progress (CIP); Monitor/record/ account for/reconcile activities.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4T43

Maintain Warehouse and Manage Property

DEFINITION: Stock orders; Place orders; Receive orders; Disperse inventory; Take inventory; Account for inventory and location of individual items; Maintenance of equipment; Motor pool.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4P41

Provide Customer Service and Conduct Power Supply Administration and Rate Setting

DEFINITION: Receive applications for new service; Develop design/cost estimate; Attend associated meetings; Long-range planning for new services; Billing and collection; Negotiate and administer power supply contracts; Perform cost of service studies; Set rates; Perform load resource analysis and scheduling.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4T44

FERC Program Coordination

DEFINITION: Coordinate all regional BIA activities associated with FERC project re-licensing; Recommendations on license terms and conditions; Coordinate FERC project activities with tribal entities; Coordinate/oversee contractor technical activities; Participation in administrative/legal proceedings related to FERC projects.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4T45

Safety of Dams

Manage Design of Dams

DEFINITION: Manage conceptual designs, engineering studies, deficiency analyses, finalizing design specifications and NEPA compliance; Obtain permits as needed; Prepare five-year funding plans.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5Q41

Manage Construction and Rehabilitation of Dams

DEFINITION: Manage construction bids and contracts; Construction inspection; First-fill testing; Manage breaching of dams; Prepare construction funding plan.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 5Q42

Assess and Monitor Dams

DEFINITION: Inventory and perform hazard-classifications of all dams to determine downstream hazard classification; Develop monitoring schedules; Report findings and make recommendations as necessary; Conduct routine inspections.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4S41

Operate and Maintain Dams

DEFINITION: Request and distribute funding; Perform routine maintenance and operations; Monitor maintenance contracts; Draft SOPs.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: 4S42

Emergency Management

DEFINITION: Draft EAPs; Fund, construct, test and maintain EWS; Conduct tabletop and functional exercises; Investigate flooding events; Report findings and make recommendations for remediation and preventative measures as appropriate.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: 4L41

Trust Services/Natural Resources

Agriculture and Range Management Administration

Program Administration and Resources Management

DEFINITION: Program development, budgeting and staffing; prepare annual work plans; prepare and execute program/project budgets; attend staff meetings; submit time and attendance.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR01

Employee Development and Training

DEFINITION: Provide or attend training and development activities intended to improve employee performance in position. Prepare performance plans and conduct/attend performance reviews. Attend professional society meetings and conferences.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR02

Beneficiary, Tribal and 3rd Party Support

DEFINITION: Respond to landowner, tribal and 3rd party requests for information and action

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR03

Correspondence, Data Calls, Appeals & Litigation

DEFINITION: Investigate and prepare response for Bureau Controlled Correspondence. Complete and submit response to data calls and congressional inquiries. Complete and submit appeal/tort administrative records to deciding official/field solicitor.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR04

Program Policies and Direction

DEFINITION: Regulation and guidance development: draft, disseminate, and interpret regulation, policies, directives and guidance (manuals, handbooks, procedural documents).

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR05

Program Analysis

DEFINITION: Plan, conduct and/or participate in program reviews; consolidate/report performance data; report on GPRA, A-123, PART for Agriculture & Range.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR06

Agriculture and Range Management

Collect, Classify, and Enter Resource Data

DEFINITION: Conduct resource inventories at the programmatic level; complete interpretation of data; transfer/store to retrievable format. Includes tasks needed to prepare and administer contracts issued to complete these activities.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR07

Conduct Program-level Planning

DEFINITION: Participate in the preparation of programmatic ARMP or IRMP: organize planning effort; determine goals and objectives through consultation with tribe/members; outline management activities; conduct NEPA compliance; promulgate plan. Provide technical assistance to tribal governing bodies to contract for preparation of all or part of planning process.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR08

Conduct Grazing Unit/Permit-level Planning

DEFINITION: Complete activities needed to offer unit for permitting: establish unit boundaries; inventory improvements; prepare land schedule; establish grazing capacity, stocking rate and season of use. Prepare unit management (conservation) plan: meet with tribal representatives, resource specialists and permittee(s) to set goals; establish permittee responsibilities; outline calendar of activities; complete appropriate NEPA analysis.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR09

Conduct Agricultural Lease-level Planning

DEFINITION: Complete planning activities needed to offer parcel for leasing; establish unit boundaries; inventory improvements; determine land-use capability and suitable uses. Prepare conservation plan: meet with tribal representatives, resource specialists and lessee(s) to set goals; establish lessee responsibilities; outline calendar of activities; complete appropriate NEPA analysis.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR10

Issue and Administer Grazing Permits

DEFINITION: Includes activities needed to allocate or advertise grazing permits; discuss process with landowners and potential permittees; determine fair rental value; solicit tribal grazing resolution; advertise available permits. Issue and administer permits; obtain authority for individual lands; encode and maintain permit record in TAAMS, issue invoices and disburse trust income.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR11

Monitor Grazing Permit Compliance

DEFINITION: Monitor compliance with terms and provisions of grazing permits including requirements and agreements in conservation plans. Pursue remedy in cases of non-compliance.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR12

Monitor Lease Compliance

DEFINITION: Monitor compliance with terms and provisions of agricultural leases including requirements and agreements in conservation plans. Pursue remedy in cases of non-compliance.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR13

Monitor Rangeland and Cropland Health

DEFINITION: Conduct utilization surveys and trend studies. Monitor soil loss. Monitor insect, rodent and feral horse populations. Monitor livestock distribution.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR14

Investigate and Resolve Rangeland Trespass

DEFINITION: Trespass prevention; trespass investigations; prepare trespass report; trespass case settlement; conduct/monitor trespass rehabilitation activities.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR15

Develop and Manage Rangelands

DEFINITION: Design and construct range improvements; protect springs, streams, and other high resource-value areas; provide technical services for funding of rangeland improvements from internal sources and outside agencies; coordinate with other agencies and landowners; conduct insect and rodent control. Includes tasks needed to prepare and administer contracts issued to complete these activities; complete appropriate NEPA analysis.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR16

Implement Conservation Practices

DEFINITION: Includes field activities such as land smoothing, irrigation pipeline installation, irrigation turnouts. These activities reflect implementation of soil and water conservation measures by BIA personnel. Conduct appropriate NEPA analysis.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: AR17

Provide Technical Assistance to Develop and Manage Agricultural and Rangelands

DEFINITION: Provide technical assistance for owner/operator-initiated cropland or rangeland development.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: AR18

Conduct Noxious Weed Control

DEFINITION: Survey noxious weeds; conduct appropriate NEPA analysis; plan and implement control activities; monitor results of control activities. Includes tasks needed to prepare and administer contracts issued to complete these activities.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: AR19

Alaska Subsistence Management

Federal Subsistence Programs/Regulations and Support to the Federal Subsistence Board

DEFINITION: Review/comment on FSMP activities and Federal Subsistence Management regulations, governing the management of fish and wildlife for subsistence uses on Federal lands in Alaska; collect/review data and information, perform analyses on data, and research scientific literature, pertinent to Federal subsistence management regulatory proposals; Contact relevant Federal/State resource managers, to understand other agency viewpoints on regulatory proposals; Contact Native organizations and subsistence users and proponents, to obtain their viewpoints on regulatory proposals; Review and provide input on Office of Subsistence Management (OSM) staff analyses of regulatory proposals, as BIA Interagency Staff Committee (ISC) representatives; Compare and contrast BIA assessments against OSM staff analysis; Participate in ISC meetings to discuss and present BIA comments/recommendations to OSM, ISC, and Federal Subsistence Board (FSB), and also revise analyses on regulatory proposals; Provide assessments of the effects of proposals on Alaska Natives, to BIA FSB members and other Subsistence Branch staff; Attend and participate in FSB work sessions.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 1X41

Participate/Assist in Regional Advisory Council Meetings (RAC)

DEFINITION: Prepare briefings/data reviews on subsistence management regulatory proposals to RAC; Attend the bi-annual RAC meetings; Provide briefings to the RAC's on important technical and policy aspects of the regulatory proposals, and other FSMP activities/actions; Present RAC viewpoints and recommendations on proposals and related subsistence issues to OSM, ISC, and the FSB, after the RAC meetings; Participate in Federal RAC member nominations panel efforts, including panel training, interviews of RAC candidates/references, and summarize/report interview results to the nomination panels; Develop panel recommendations on RAC candidates to the FSB; Participate in ISC deliberations on, and provide recommendations to, the FSB on RAC nominees; Participate in FSB deliberations and recommendations to the Secretaries on RAC candidates; Work/meet with RAC members and provide assistance to address the subsistence issues/concerns in their local communities.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: 1X42

State Subsistence Regulations

DEFINITION: Review State Fish/Game regulatory proposals affecting subsistence uses; Contact State/Federal resource managers, to understand other agency viewpoints on proposals; Perform analysis and

interpretation of data for the proposals; Contact and/or meet (via local site visits) with Tribes and other Native subsistence users/proponents, to understand their viewpoints on the proposals; Attend and participate in State Board of Fish/Game (BOF/G) meetings; Prepare and present reports on BOF/G meetings to BIA Subsistence Branch personnel and FSB members.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1X43

Subsistence Rights of Alaska Natives

DEFINITION: Meet with Native organizations to discuss and understand their subsistence issues and concerns; Provide fisheries, wildlife, and social science technical assistance on subsistence issues important to Alaska Native communities; Attend resource management/development meetings that may impact Native subsistence uses; Communicate Native viewpoints, opinions, and desires on subsistence to BIA directors, Subsistence Branch staff, and other Federal/State agencies; Collaborate with Native organizations, or other State/Federal agencies, on biological studies, assessments of subsistence harvests and uses, and Traditional Ecological Knowledge (TEK) research projects, to address subsistence issues; Participate in subsistence research activities as principal investigators; Develop/review subsistence research proposals; Design sampling programs, acquire materials, and accomplish other logistics needed to implement studies; Train Native organization members in research methods and protocols; Analyze study data, prepare reports/publications, and deliver presentations of results.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1X44

Emergency Response – Natural Resources

Oil Spill – Planning and Management

DEFINITION: Develop policies and procedures; Perform accounting functions/ financial/ management reporting; Perform budget formulation and/or planning; Execute and manage funds; Training; Develop/administer human resources (HR) policies/guidance related to recruitment or transfer to site; Maintain accurate, complete and timely records of activities/clean-up efforts; Procurement tasks.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: ER01

Oil Spill – Clean-Up Efforts

DEFINITION: Activities involving direct relief efforts, capturing oil/debris, repairing equipment, or contract work devoted to preventing further leakage; Assessment and deployment of manpower and clean-up operations to high priority risk areas; Assessment of magnitude of incident and distribution of risk management efforts; Effective communication to report clean-up efforts and results.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: ER02

GIS Support

Specify, Procure, Maintain, and Administer GIS

DEFINITION: Spec hardware/software purchases; Install/Maintain hard/software; Track licenses; Backup GIS data; Develop Memorandum of Understandings (MOUs); Control user security and access; Program

custom web tools, menus and applications; Prepare/maintain system documentation for CPIC, C&A, EA, and other mandatory reporting.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0241

Collect and Maintain Database

DEFINITION: Provide standards and processes for data collection and maintenance; Research/Acquire and update data; Develop spatial and tabular data sets; Design data dictionaries; Prepare data for a GIS database; Determine accuracy and adequacy of technical resources; Metadata creation and maintenance.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0242

Spatial Analysis

DEFINITION: Develop processes for analysis of data; Perform resources classification/trend analysis; Interpretation of results.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0243

Prepare Maps and Reports

DEFINITION: Prepare/provide maps, data, reports, visuals and models in various formats as requested; Create automated processes for the creation of maps, etc.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0244

Provide Clients Training and User Support for GIS Processes

DEFINITION: Planning and preparation; Delivery.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0245

Natural Resource Damage Assessment

Perform Pre-Assessment Activities

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E51

Perform Assessment Planning

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E52

Conduct Assessment Implementation

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E53

Conduct Assessment Negotiation

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E54

Perform Assessment Litigation

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E55

Natural Resource Damage Restoration

Perform Restoration Planning

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E56

Conduct Restoration Monitoring

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E57

Perform Restoration Project Management

DEFINITION: N/A

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 7E58

Parks, Wildlife and Fisheries

Provide Funding for 638 Contracts

DEFINITION: Budget formulation, development and distribution.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0246

Contract Administration and Oversight

DEFINITION: Ensure contractual obligations are met.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0247

BIA Program Policy and Regulation Administration

DEFINITION: Reviewing/Updating of FWR programs and regulations.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0248

Liaison Between Tribes and Other Parties

DEFINITION: Represent/Advocate Tribal interest to other agencies/organizations/individuals and other entities.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: 0249

Develop Subsistence Resource Asset Stewardship Plans

DEFINITION: Map and digitize allotment parcels; Conduct inventory and classify subsistence resource assets; Perform analysis (including comparative use values) of subsistence resource assets; Completed subsistence resource asset Stewardship Plan.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: 1X46

Water Resources

Negotiation/Litigation of Indian Water Rights

DEFINITION: Work with contractors and tribes to gather data for water rights quantification; Analyze gathered data; Ensure implementation of water compacts, decrees, and acts; Assist and participate on Secretary's Federal Indian Water Rights Negotiation teams; Consult and negotiate with Tribes/DOI/DOJ attorneys; Oversee contractors; Drafting of technical reports in coordination with tribes and contractors; and assist Tribes with defining and establishing water rights claim.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: U141

Indian Water Resources Management, Planning, and Pre-Development

DEFINITION: Assist tribes in developing and implementing comprehensive water management plans; Assist tribes in developing Clean Water Standards under the Clean Water Act for water for which they have jurisdiction; planning and pre-development projects; Assist tribes in representing their interests in off-reservation water resources; and training of tribal water resources personnel.

MISSION AREA: Resource Protection

DOI END OUTCOME GOAL: Protect Cultural and Natural Heritage Resources

ABC QUICKTIME CODE: M941

Trust Services/Land Title and Records

Land Title and Records Administration

Program Administration & Resource Management

DEFINITION: Program planning, budgeting and staffing. Activity includes general program meetings, performance reviews (including preparation), personnel-related activities, travel for other than training and case-related purposes. All time not accounted for in one of the following activities. Provide contract administration.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X601

Program Development & Training

DEFINITION: Provide or attend all necessary training classes for proper certification as required by the position. Developing, providing or attending formal training, seminars and other similar events specific to the program but cannot be linked to a specific function. Includes regional and nation-wide trust-related meetings and training events. This would include travel associated for the training/meeting.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X602

Beneficiary, Tribal & 3rd Party Support

DEFINITION: Respond to land owner inquiries from agency/helpdesk. Monitor Tribal programs; Provide guidance and oversight support to 638 Contracts and Compact Tribes.; Respond to 3rd party and non-Federal government inquiries.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X603

Reporting, Correspondence, Appeals & Litigation

DEFINITION: Respond to data-calls and congressional inquiries. Respond to solicitor requests for information relevant to outstanding litigation.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X604

Program Policies & Direction

DEFINITION: Regulatory development. Develop, interpret, and disseminate policies/guidance (including handbooks, manuals and procedures).

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X605

Program Analysis & Technical Support

DEFINITION: Plan, conduct and/or participate in program reviews, consolidate performance data, provide technical advice and guidance to field organizations. This activities includes creating, executing and reviewing sampling plans to ensure title is accurate and without defect.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X606

Enter Variance/Discrepancy into Tracking System

DEFINITION: Identify and log variances or discrepancies between the title record and the supporting documents.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X607

Validate Variance and Process at LTRO/Agency/3rd Party

DEFINITION: Research and verify variance. Notify responsible party of discrepancies and required actions.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X608

Record

Receive, Prepare and Store Title Document

DEFINITION: Log receipt of title document. Prepare document for imaging. Store document in repository (scan, QC, etc.)

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WR41

Validate and Review Document

DEFINITION: Determine that the owner ID(s) referenced in the document correspond to the individual(s) listed as parties to the transaction. Determine that the tract ID(s) referenced in the document correspond to the tract(s) affected by the transaction. Determine whether the document contains fatal errors that prevent it from being encoded into the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WR42

Encode Probate Ownership

Encode into Title System

DEFINITION: Update the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WP51

Perform Review/Quality Control

DEFINITION: Compare the encoding with the recorded document to ensure the document has been accurately reflected in the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WP52

Correct Encoding Errors

DEFINITION: Evident in title.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WP53

Encode Non-Probate Ownership

Encode into Title System

DEFINITION: Update the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WN61

Perform Review/Quality Control

DEFINITION: Compare the encoding with the recorded document to ensure the document has been accurately reflected in the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WN62

Correct Encoding Errors

DEFINITION: Evident in title.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WN63

Encode Encumbrance

Encode into Title System

DEFINITION: Update the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WE71

Perform Review/Quality Control

DEFINITION: Compare the encoding with the recorded document to ensure the document has been accurately reflected in the official trust record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WE72

Correct Encoding Errors

DEFINITION: Evident in title.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WE73

Perform Cartographic Services

Verify Land Descriptions

DEFINITION: Verify that aliquot part, metes and bounds, legal or other documentation describing a parcel to be updated on the land maps accurately reflects the parcel characteristics.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WC81

Create/Update Land Status Maps

DEFINITION: Creating land status maps to graphically represent new or previously undocumented trust lands or to replace land status maps that have been damaged beyond repair. Plot legal descriptions representing tract and/or parcel boundaries and characteristics on land status maps. Updating land status maps to reflect changes in trust ownership.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WC82

Perform Quality Review on Land Status Maps

DEFINITION: Inherent in activity.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WC83

Issue Certified Title

Receive and Log Request

DEFINITION: Create a record of the request for a certified title document.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WL91

Research and Examine Chain of Title

DEFINITION: Obtain images of the documents that reflect conveyances and encumbrances. Determine whether the official record has been updated to reflect each action.
MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WL92

Conduct Corrective Action

DEFINITION: Update the official record to reflect any actions that are missing or inaccurate based on the documented tract history.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WL93

Perform Review/Quality Control

DEFINITION: Inherent in title

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WL94

Certify Report

DEFINITION: Prepare the final report and submit for certification. Review and certify report content. Issue certified report and update log and official record to indicate date on which tract was last certified.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WL95

Issue Certified Copy of Title Document

Print Report

DEFINITION: Research and retrieve the requested document from the official record.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WL96

Certify Report

DEFINITION: Certify that the document is a true and accurate representation of the official record. Issue the document to the requesting party.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WL97

Trust Services/Probate

Probate Administration

Program Administration & Resource Management

DEFINITION: Program planning, budgeting and staffing. General program meetings, performance reviews (including preparation), personnel-related activities, travel for other than training and case-related purposes. All time not accounted for in one of the following activities. Provide contract administration.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X701

Program Development & Training

DEFINITION: Provide or attend all necessary training classes for proper certification as required by the position. Developing, providing or attending formal training, seminars and other similar events specific to the program but cannot be linked to a specific function. Includes regional and nation-wide trust-related meetings and training events. This would include travel associated for the training/meeting.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X702

Beneficiary, Tribal & 3rd Party Support

DEFINITION: Respond to land owner inquiries from agency/helpdesk. Monitor Tribal programs; Provide guidance and oversight support to 638 Contracts and Compact Tribes.; Respond to 3rd party and non-Federal government inquiries.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X703

Case Related Travel

DEFINITION: Travel-time related to researching family and other information required to submit a probate case for adjudication.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X704

Reporting, Correspondence, Appeals & Litigation

DEFINITION: Respond to data-calls and congressional inquiries. Respond to solicitor requests for information relevant to outstanding litigation.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X705

Program Policies & Direction

DEFINITION: Regulatory development. Develop, interpret, and disseminate policies/guidance (including handbooks, manuals and procedures).

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: X706

Program Analysis & Technical Support

DEFINITION: Plan, conduct and/or participate in program reviews, consolidating performance data, providing technical advice and guidance to field organizations. This activities includes creating, executing and reviewing sampling plans to ensure title is accurate and without defect.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: X707

Probate Cases

Prepare Probate Case File

DEFINITION: Set up the Probate case file; Update entries in ProTrac and on hard copies; Request and receive BIAINV; Enter date of request for BIAINV; Print report of BIAINV required; Prep person to enter information into decedent's financial tab; Determine existence of option for a tribal purchase; Request and receive certified death certificate; Request, print and scan appraisal; Complete data heir ship findings; Request, receive, complete family information research; Gather information to other BIA agencies; Request, receive and add additional information from other BIA agencies; Case review by regional office staff; Entry of Tribal probate cases into ProTrac; Generate and complete check list; Receive case submitted for additions; Submit completed probate package to OHA. Update the official record to record actions taken on behalf of the estate.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WPC1

Case Review

DEFINITION: Regional Office (or agency) provides case reviews of agency approvals/submissions; Regional Office (or agency) provides case reviews of cases prepared by Tribes; Regional Office (or agency) returns case for additional case work. Update the official record to record actions taken on behalf of the estate.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WPC2

Support Adjudication

DEFINITION: Provide support to OHA/OST as necessary; Receive disposition from OHA.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WPC3

Prepare Land Distribution

DEFINITION: Create the title owner records for new owners. Monitor estate inventory; submit requests and supporting documentation as needed to distribute the trust land interests. Update the official record to record actions taken on behalf of the estate.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WPC4

Prepare IIM Distribution

DEFINITION: Submit the documentation required to create IIM accounts for new account holders. Monitor the status of land distributions and submit requests and supporting documentation required for OST to distribute IIM funds and close the associated accounts. Update the official record to record actions taken on behalf of the estate.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WPC5

Close Estate

DEFINITION: Request of Foreign Agency CR/LAS to re-verify its records with the monetary interest; Update monetary interests and ownership records (188 hard copies, code ownership, encoding on IRMS); Notify other branches and foreign agencies of the closing of an estate; Distribute (with land and money/ with land only/ with money only) and close estate account; Provide support/information to LTRO as necessary; Provide support/information to OST as necessary. Update the official record to record actions taken on behalf of the estate.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WPC6

Modify Estate Distribution

DEFINITION: Research agency records to identify and provide OHA and LTRO with the information needed to correct/adjust estate distributions, maintaining an account of estate actions in the official record. Upon receiving an order modifying an estate distribution, update the official record to indicate the estate needs to be distributed and closed.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WPC7

Trust Services/Real Estate Services

Real Estate Administration

Program Administration & Resource Management

DEFINITION: Program planning, budgeting and staffing. General program meetings, performance reviews (including preparation), personnel-related activities, travel for other than training and case-related purposes. All time not accounted for in one of the following activities. Provide contract administration.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X801

Program Development & Training

DEFINITION: Provide or attend all necessary training classes for proper certification as required by the position. Developing, providing or attending formal training, seminars and other similar events specific to the program but cannot be linked to a specific function. Includes regional and nation-wide trust-related meetings and training events. This would include travel associated for the training/meeting.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X802

Beneficiary, Tribal & 3rd Party Support

DEFINITION: Respond to land owner inquiries from agency/helpdesk. Monitor Tribal programs; Provide guidance and oversight support to 638 Contracts and Compact Tribes.; Respond to 3rd party and non-Federal government inquiries.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X803

Case Related Travel

DEFINITION: Travel-time related to assessments, inspections and other off-site activities specifically related to realty transactions.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X804

Reporting, Correspondence, Appeals & Litigation

DEFINITION: Respond to data-calls and congressional inquiries. Respond to solicitor requests for information relevant to outstanding litigation.

MISSION AREA: Management Excellence

DOI END OUTCOME GOAL: Management Excellence

ABC QUICKTIME CODE: X805

Program Policies & Direction

DEFINITION: Regulatory development. Develop, interpret, and disseminate policies/guidance (including handbooks, manuals and procedures).

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: X806

Program Analysis & Technical Support

DEFINITION: Plan, conduct and/or participate in program reviews, consolidating performance data, providing technical advice and guidance to field organizations. This activities includes creating, executing and reviewing sampling plans to ensure title is accurate and without defect.

MISSION AREA: Management Excellence
DOI END OUTCOME GOAL: Management Excellence
ABC QUICKTIME CODE: X807

Conveyances

Trust-to-Trust

DEFINITION: Gather information for application; Verify information with applicant; Ensure requirements of Case Order. Obtain title evidence; Evaluate title evidence; Request National Historic Preservation Act compliance; Request Endangered Species Act compliance; Request National Environmental Policy Act compliance; Receive and log compliance reports; Obtain Tribal consents; Complete waiver of estimate value or obtain appraisal; Research title reconciliation; Prepare written notification to landowner of appraisal value; Develop recommendation for decision authority; Prepare deed and decision memo; Compile completed case package; Review completed case package; Review and consult with applicant; Receive funds and disburse to appropriate beneficiaries; Submit completed case package. Provide support to decision authority as necessary; Receive disposition. Conduct beneficiary consultation; Forward deed for Superintendent approval; Provide copy of deed to new landowner; Update agency ownership records; Send records to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities
ABC QUICKTIME CODE: WCV1

Fee-to-Trust

DEFINITION: (Including fee-simple to restricted fee transactions) Conduct preliminary meeting; Complete consultation process (pertains to letter of request and tribal resolution statement, if applicable). Obtain title evidence; Evaluate title evidence; Request environmental site assessment; Request/Determine National Historic Preservation Act compliance, if necessary; Request/Determine Endangered Species Act compliance, if necessary; Request/Determine National Environmental Policy Act compliance, if necessary; Receive and log compliance reports; Request preliminary title opinion from solicitor; Solicit comments from state governments; Solicit comments from local governments; Provide comments to applicants for response; Conduct property inspection; Review and further consult with applicant; Develop recommendation for decision authority; Compile completed case package; Review completed case package; Review and consult with applicant; Submit completed case package.

Provide support to decision authority as necessary; Receive disposition; Send draft decision letter to Central Office for overview. Issue decision letter and 30-days to appeal notice to interested parties as required; Publish notice of pending transactions; Request final title opinion from solicitor; Update agency ownership records; Update public records; Ensure payment of pending taxes; Provide escrow closing instructions to parties in interest, if necessary; Request deed of trust acceptance by US Government; Receive deed of trust acceptance by the US Government; Send records to LTRO for recordation; Perform modifications to documents returned by LTRO; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities
DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCV2

Provide Fee-to-Trust Training

DEFINITION: To provide training or perform outreach on Fee-to-Trust

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCVA

Receive Fee-to-Trust Training

DEFINITION: To receive/attend training on Fee-to-Trust

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCVB

Manage Fee-to-Trust Process

DEFINITION: To manage the Fee-to-Trust process or report on the progress and timeframes involved

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCV C

Trust-to-Fee

DEFINITION: (Including restricted-fee to fee-simple transactions) Gather information for application; Verify information with applicant; Ensure requirements of Case Order. Obtain title evidence; Evaluate title evidence; Request appraisal; Obtain appraisal; Generate competency determination; Counsel applicant on other options and consequences; Request National Historic Preservation Act compliance; Request Endangered Species Act compliance; Request National Environmental Policy Act compliance; Receive and log compliance reports; Notify tribe of application if applicable; Advertise administration of sealed bids and negotiate terms and consideration (applicable to Advertised Land Sales); Prepare list of trust lands for advertised land sales (applicable to Advertised Land Sales); Prepare public notification (applicable to Advertised Land Sales); Develop recommendation for decision authority; Compile completed case package; Review completed case package; Review and consult with applicant; Submit completed conveyance package. Provide support to decision authority as necessary; Receive disposition.

Request patent-in-fee from BLM or prepare deed-to-fee, if approved; Receive funds and disburse to appropriate beneficiaries (applicable to Advertised Land Sales); Update agency ownership records; Send records to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCV3

Compliance Activities

Inspect for Rights Violations

DEFINITION: Investigate accidental, willful and/or incidental trespass on Indian land; Respond to alleged trespass in a prompt, efficient manner; Conduct on-site investigations; Provide written notice to the alleged trespasser, the possessor of the property and others as appropriate; Include in the notice, a legal description of property, verification of ownership, corrective actions to be taken, timeline, consequences; Issue a public trespass notice and post to the US. Post Office if alleged trespasser is unknown or refuses delivery of written notice; Assess trespass penalties for the value of products used or removed; Assess trespass penalties for the

cost of damage to the Indian land; Enforce that damage to Indian land resulting from trespass is rehabilitated and stabilized at the expense of trespasser.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Improve Protection of Lives, Resources and Property

ABC QUICKTIME CODE: WCA1

Correspondence

DEFINITION: Serve a notice of non-compliance specifying in what respect the permittee or lessee has failed to comply with requirements; Specify what actions must be taken to correct non-compliance; Set forth the reasons why lease or permit cancellation is proposed; Specify what actions must be taken, if any, to avoid cancellation; Specify in what respect the permittee or lessee has failed to comply with the requirements; Specify what actions must be taken to correct non-compliance; Specify the basis of cessation - subject to an appeal; Specify the basis of cancellation.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCA2

Lease Monitoring

DEFINITION: Initiate and/or receive calls; Meet with walk in clients; Coordinate/conduct site inspections; Document and prepare reports; Conduct site re-inspections; Accept collection and process; Monitor for financial compliance (timely payment of lease rentals); Monitor for violation of lease terms, including conservation provisions; Attempt to resolve a violation, if required.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WCA3

Leasing & Permitting

Surface Lease & Permit (Agricultural – Farming & Grazing, Including Hay)

DEFINITION: Send out 90 day notices giving landowner(s) 3 months to negotiate a lease or obtain a power of attorney to advertise; Receive request from land owner to prepare an advertise or negotiate leases on his/her behalf; Receive request from an applicant interested in acquiring rights to Indian-owned land; Provide applicant with consent for a negotiated lease of landowners; Notify Indian owner and advise owner in writing of alternatives available, including the right to decline; Consult with Indian owner concerning appropriate rental. Obtain a market survey, rent study or appraisal for allotted lands; Identify acreage; Review ownership; Verification of receipt total; Provide information to landowners; Comply with NEPA, NHPA and ESA; Identify land available for lease; Notify Land Operations / Natural Resources of intent to lease available tracts; Determine land use requirements; Construct a lease file; Notify individual landowners of intent to lease; Provide information to facilitate negotiation if landowner intends to negotiate on his/her behalf; Negotiated Lease: Receive a proposed negotiated lease package; Negotiated Lease: Review lease package for compliance with regulations; Negotiated Lease: Prepare the draft lease; Negotiated Lease: Send draft lease to potential lessor/lessee along with other instructions to complete lease package; Advertised Lease: Advertise available tracts if the landowner does not negotiate a lease within the allowable 90 days; Advertised Lease: Conduct the bid opening; Advertised Lease: Award the successful bidder; Advertised Lease: Deposit the successful bid; Advertised Lease: Prepare abstract of the sale. Advertised Lease: Prepare the draft lease; Advertised Lease: Send draft lease to the potential lessee; Request signed lease, bond, and fee, then approve; Establish SD account and request rental, if necessary; Send the lease transaction to the delegated authorized official for approval. Provide support to decision authority as necessary; Receive disposition. Distribute lease copies to lessee. (Provide landowners copies of the lease when returned from LTRO or upon request.);

Encode the lease transaction in the agency leasing system as applicable; Send records to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WLP1

Surface Lease & Permit (Business)

DEFINITION: Respond to contact requesting business lease type transaction; Gather information on the Intake Worksheet for intended transaction; Provide technical advice on non-standard lease format; Provide technical advice and education; Review leasing requirements with the applicant; Provide the applicant with an application form; Log the application as received and proceed with the processing of the transaction; Verify current ownership; Determine fair market value and fair annual rental; Conduct a pre-lease site visit, if required; Arrange an interdisciplinary team or provide information for staff that can provide technical assistance to the applicant, if needed. Receive a lease package and supporting documents for review and processing; Ensure that necessary supporting documentation has been provided as discussed during the application process; Review agency land records for encumbrances already recorded on the tract to ensure land is available for lease; Comply with NEPA, NHPA and ESA; Review the site and construction development plans; Review the proposed lease provided by the applicant to ensure all mandatory terms are included in the lease; Ensure that all negotiated lease terms and conditions are included in the lease language; Verify that the proposed duration of the lease complies with statutes and regulations; Verify that the applicable tribal resolutions have been included with the submittal, if tribal land; Ensure that the appropriate landowner consents have been obtained; Ensure that the land description is accurate and the survey requirement has been satisfied; Ensure that the business organizational papers are in order; Ensure that any additional documentation required for consideration, review, and approval of a project has been submitted; Advise the applicant in writing of any additional information he/she may be required to finalize transaction; Receive the additional information requested from the applicant; Initiate and conduct final review and verification for all compliances; Prepare a Memorandum of Record including an analysis of the lease package review and a recommendation; Transmit the lease package and Memorandum of Record to the designated line official for signature. Prepare a letter for the lessee indicating approval or denial of the lease and detailing their appeal rights; Provide appeal notices if the lease is approved or denied to any interested party adversely affected by the decision. Verify &/or prepare payment schedule or distribution list of all owners, amounts to be paid and % of interest for the tract; Send copies of the approved documents to the lessee and other parties to the lease as appropriate; Send the approved lease to LTRO or Title Service Office as appropriate for recording; Place lease or permit data into the agency automated leasing system; e.g., TAAMS.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WLP2

Surface Lease & Permit (Residential)

DEFINITION: Respond to contact from a prospective lessee or landowner requesting negotiation of a residential lease; Submission of proposed lease; Conduct a preliminary consultation; Verify land ownership; Identify the land description of the proposed lease site; Obtain a site plan for the application that identifies all utilities, driveways, improvements, etc; Obtain master lease; Determine fair annual rental/value; Comply with NEPA, NHPA and ESA; Secure consent of the landowner for the negotiated lease. Receive completed lease package which includes the application and supporting documents; Ensure the landowner consent requirements have been met; Draft the initial contract with standard and regional /tribal specific stipulations; Complete the checklist to ensure all necessary actions have been completed; Verify the signatures of all parties to the lease prior to submittal for approval; Issue a recommendation in writing to the approving official for approval or denial of the lease. Provide support to decision authority as necessary; Receive disposition. Determine the applicable administrative fees; Send the original lease and supporting

documentation to LTRO for recordation, if the lease is approved; Send a copy of the approved lease to the applicant, and the lessor upon written request; Log the transaction in to the agency tracking system as complete.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WLP3

Subsurface Lease & Permit (Hardrock Minerals)

DEFINITION: Receive request from mineral owner to prepare an advertise or negotiate mineral leases on his/her behalf; Receive notification from applicant on assignment transfer; Receive notification on Minerals Agreement between Tribe and company (Assignment Transfer); Receive request from an applicant interested in acquiring rights to Indian-owned minerals; Notify Indian mineral owner and advise owner in writing of alternatives available, including the right to decline; Consult with Indian mineral owner concerning appropriate royalty rate and rental. Comply with NEPA, NHPA and ESA. Ensure that appropriate landowner consent have been obtained (Assignment Transfer); Ensure that land description is accurate (Assignment Transfer); Ensure that the business organization paper is in order (Assignment Transfer); Advise the applicant in writing of any additional document or information needed (Assignment Transfer); Advertise land for lease sale; Publish notice of advertisement in local newspaper at least 30 days in advance; Publish notice of advertisement in trade publication at least 30 days in advance; Identify the land description of the proposed lease site; Mail specific description of the proposed lease site to each person listed on the area mailing list; Ensure that each bid is accompanied by a cashier's check, certified check, or postal money order; Conduct a oral auction bid; Re-advertise bid the lease for sale, if necessary; Administer private negotiation, as allowed; Advise the Indian mineral owner of the results of the bidding; Obtain acceptance of the lease bid from the Indian mineral owner. Provide support to decision authority as necessary; Prepare letter for final approval (Assignment Transfer); Receive disposition. Send copies of approved document to the lessee and other parties to the lease as appropriate (Assignment Transfer); Offer the tracts to the responsible bidder offering the highest bonus; Send notification of bid award to all interested parties; Send to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WLP4

Subsurface Lease & Permit (Fluids)

DEFINITION: Receive request from mineral owner to prepare an advertise or negotiate mineral leases on his/her behalf; Receive notification from applicant on assignment transfer; Receive notification on Communitization/Unit Agreement; Receive request from an applicant interested in acquiring rights to Indian-owned minerals; Notify Indian mineral owner and advise owner in writing of alternatives available, including the right to decline; Consult with Indian mineral owner concerning appropriate royalty rate and rental. Comply with NEPA, NHPA and ESA. Construct a lease file; Ensure that the land description is accurate (Assignment Transfer); Ensure that the appropriate landowner consents have been obtained (Assignment Transfer); Ensure that the business organization paper is in order (Assignment Transfer); Advertise lease for competition; Publish notice of advertisement in local newspaper at least 30 days in advance; Publish notice of advertisement in trade publication at least 30 days in advance; Identify the land description of the proposed lease site; Mail specific description of the proposed lease site to each person listed on the area mailing list; Ensure that each bid is accompanied by a cashier's check, certified check, or postal money order; Conduct a oral auction bid; Re-advertise bid the lease for sale, if necessary; Administer private negotiation, as allowed; Advise the Indian mineral owner of the results of the bidding; Obtain acceptance of the lease bid from the Indian mineral owner; Update RDRS. Review Indian Mineral Development Act Agreements, to include addressing comments from various agencies and sending to

appropriate official for approval. Provide support to decision authority as necessary; Prepare letter for final approval (Assignment Transfer); Receive disposition.

Offer the tracts to the responsible bidder offering the highest bonus; Send notification of bid award to all interested parties; Send to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WLP5

Mortgages

Mortgages

DEFINITION: Receipt from individual of loan approved by financial organization; Gather information for application; Verify information with applicant; Secure appraisal information; Review the proposed leasehold mortgage; Determine if proper landowner consent(s) has been obtained; Obtain approval by Secretary for leasehold mortgage lender; Ensure the leasehold mortgage is for the purpose of borrowing capital for the development and improvement of the leased premises; Ensure that the borrower is able to perform lease obligations without being adversely affected by cumulative mortgage obligations; Complete the checklist to ensure all requirements have been met; Obtain updated maps and survey plats; Send the mortgage transaction to the decision authority; Provide support to decision authority as necessary; Receive disposition; Send to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Advance Quality Communities for Tribes and Alaska Natives

ABC QUICKTIME CODE: WMM1

Rights of Way

Service Line Agreements

DEFINITION: Receive Service Line Agreement at the BIA. Obtain consents of all owners, if necessary; Review for compliance with BIA requirements; Ensure that agreement states the purpose, terms and conditions; Check accuracy of legal land descriptions; Review plat or diagram for location, size, and extent of the utility line; Obtain a Title Status Report from LTRO, if necessary; Review and identify title conflicts; Check for language discrepancies; Confirm occupant/user authorization (lease or sole owner); Check for master easement; Review and verify execution of the Service Line Agreement - require notarized signatures; Confirm that the Service Line Agreement is filed with the Secretary before any construction or improvements are made. Advise the applicant to contact the Tribal Natural Resources Office or appropriate tribal office to obtain consent/resolution. Issue an acknowledgement letter to the applicant company; Return deficient Service Line Agreements to the applicant company with no acknowledgement. Provide applicant company with additional information regarding Service Line Agreement limitations; Update agency ownership records; Submit to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WRWS

Roads

DEFINITION: Receive requests for roads rights-of-way at the BIA. Obtain consents of all owners, if necessary; Review for compliance with BIA requirements; Ensure that agreement states the purpose, terms and conditions; Check accuracy of legal land descriptions; Review plat or diagram for location, size, and extent of the utility line; Obtain a Title Status Report from LTRO, if necessary; Review and identify title

conflicts; Check for language discrepancies; Confirm occupant/user authorization (lease or sole owner); Check for master easement; Review and verify execution of the right-of-way - require notarized signatures; Confirm that the right-of-way agreements are filed with the Secretary before any construction or improvements are made. Advise the applicant to contact the Tribal Natural Resources Office or appropriate tribal office to obtain consent/resolution. Issue an acknowledgement letter to the applicant company; Return deficient right-of-way agreements to the applicant company with no acknowledgement. Provide applicant company with additional information regarding rights-of-way limitations; Update agency ownership records; Submit to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WRWR

Utilities

DEFINITION: Receive requests for utilities rights-of-way at the BIA. Obtain consents of all owners, if necessary; Review for compliance with BIA requirements; Ensure that agreement states the purpose, terms and conditions; Check accuracy of legal land descriptions; Review plat or diagram for location, size, and extent of the utility line; Obtain a Title Status Report from LTRO, if necessary; Review and identify and title conflicts; Check for language discrepancies; Confirm occupant/user authorization (lease or sole owner); Check for master easement; Review and verify execution of the right-of-way - require notarized signatures; Confirm that the right-of-way agreements are filed with the Secretary before any construction or improvements are made. Advise the applicant to contact the Tribal Natural Resources Office or appropriate tribal office to obtain consent/resolution. Issue an acknowledgement letter to the applicant company; Return deficient right-of-way agreements to the applicant company with no acknowledgement. Provide applicant company with additional information regarding rights-of-way limitations; Update agency ownership records; Submit to LTRO for recordation; Provide support/information to LTRO as necessary.

MISSION AREA: Serving Communities

DOI END OUTCOME GOAL: Fulfill Indian Fiduciary Trust Responsibilities

ABC QUICKTIME CODE: WRWU